

The Society of Ohio Archivists

The Ohio Archivist

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Remembering the Maine...page 12



President and Mrs. McKinley arrive at Camp Meade, Pennsylvania, after signing the Peace Protocol of August 12, 1898, ending the Spanish-American War. Webb Hayes, left, accompanies the couple.

PHOTO COURTESY RUTHERFORD B. HAYES PRESIDENTIAL CENTER

Columbus is site for spring meeting, April 16-18

Themes at the 1998 spring meeting at the Ohio Historical Society include automation, genealogy (in conjunction with the concurrent annual meeting of the Ohio Genealogical Society), and the Spanish-American War, of which 1998 is the centennial year. The opening plenary session is on "Purchasing and Implementing a Computer System and Network." This will highlight the efforts of the Ohio Historical Society and the

Western Reserve Historical Society in their present project. Bring your ideas for an all-afternoon discussion session on the Ohio Guide Automation Project, discussing the feasibility of updating and automating the 1974 guide to manuscripts in Ohio as SOA's bicentennial project for 2003. Other topics on

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Serve! Participate! Get involved!

One of my goals as President this year was to have SOA work with other organizations in joint meetings. After the 1997 spring meeting in Columbus, Karen Smith of the Ohio Genealogical Society contacted SOA regarding joint programs. Rich Hite and Mike McCormick (Program Committee for the 1998 spring meeting) have been working with Karen Smith to provide for joint sessions between SOA and OGS in April, since the spring meetings of both organizations overlap; the SOA meeting is April 16-17 and the OGS meeting is April 17-18. If you attend the meeting in Columbus, please welcome our friends from OGS. I would like to thank Rich Hite and Mike McCormick for agreeing to serve as the Planning Committee of the spring meeting. Rich and Mike also planned the 1997 spring meeting. Please make plans to join us in April.

As I stated in my candidate statement, I would like to encourage service in the Society, either on Council or in committee work. The Nominations Committee for the 1998 elections experienced some difficulty in getting people to run for office, especially for Treasurer. There is no question that our responsibilities at work and at home make it difficult to volunteer to serve on Council, especially in a position (Treasurer) that entails many additional responsibilities. As President, I feel it my duty to inform the membership of the need for people to consider service. I would like to thank those who have served on Council and on committees, and those individuals who agreed to run for office.

Ken Grossi
SOA President

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Thursday afternoon are an electronic resource product review and "What Genealogists Wish Archivists Would Do." On Friday morning, topics are Spanish-American War sources in Ohio and development/fund raising. For the concluding plenary session on LSTA grants, a speaker from the State Library of Ohio will discuss this important mechanism for making federal funds for electronic technology available through the Library Services and Technology Act.

The Education Committee is holding a half-day workshop on Saturday morning on "Beginning Digitization Projects."

(Contact Charlie Arp at OHS; see details elsewhere in this issue.) Tours and other events have not yet been announced at this writing. SOA is very pleased that Ameritech Library Services is sponsoring the spring meeting. This is the vendor for the OHS-WRHS library automation project, and there will be an Ameritech Library Services exhibit in the third floor conference room by the reference desk at OHS all day Thursday, April 16.

Official lodging will be at the Comfort Inn at the Route 161 exit (Exit 117) rather than the Days Inn. For information about

the meeting, contact Rich Hite at the Ohio Historical Society (614/297-2563 or <rhite@winslo.state.oh.us>).

SOA presents digitization workshop at spring meeting

"Beginning Digitization Projects" will be the topic of the workshop to be presented at the SOA Spring Meeting, Ohio Historical Center, Columbus, Saturday, April 18, 1998, 9 a.m.-noon.

The program will cover:

Resources needed for digitization, selection of materials to be digitized, overview of hardware and software, possible pitfalls, resources for further information, and a taste of hands-on scanning.

Presenters:

Charlie Arp, assistant state archivist, and **Janet Carleton**, archivist/webmaster, Ohio Historical Society.

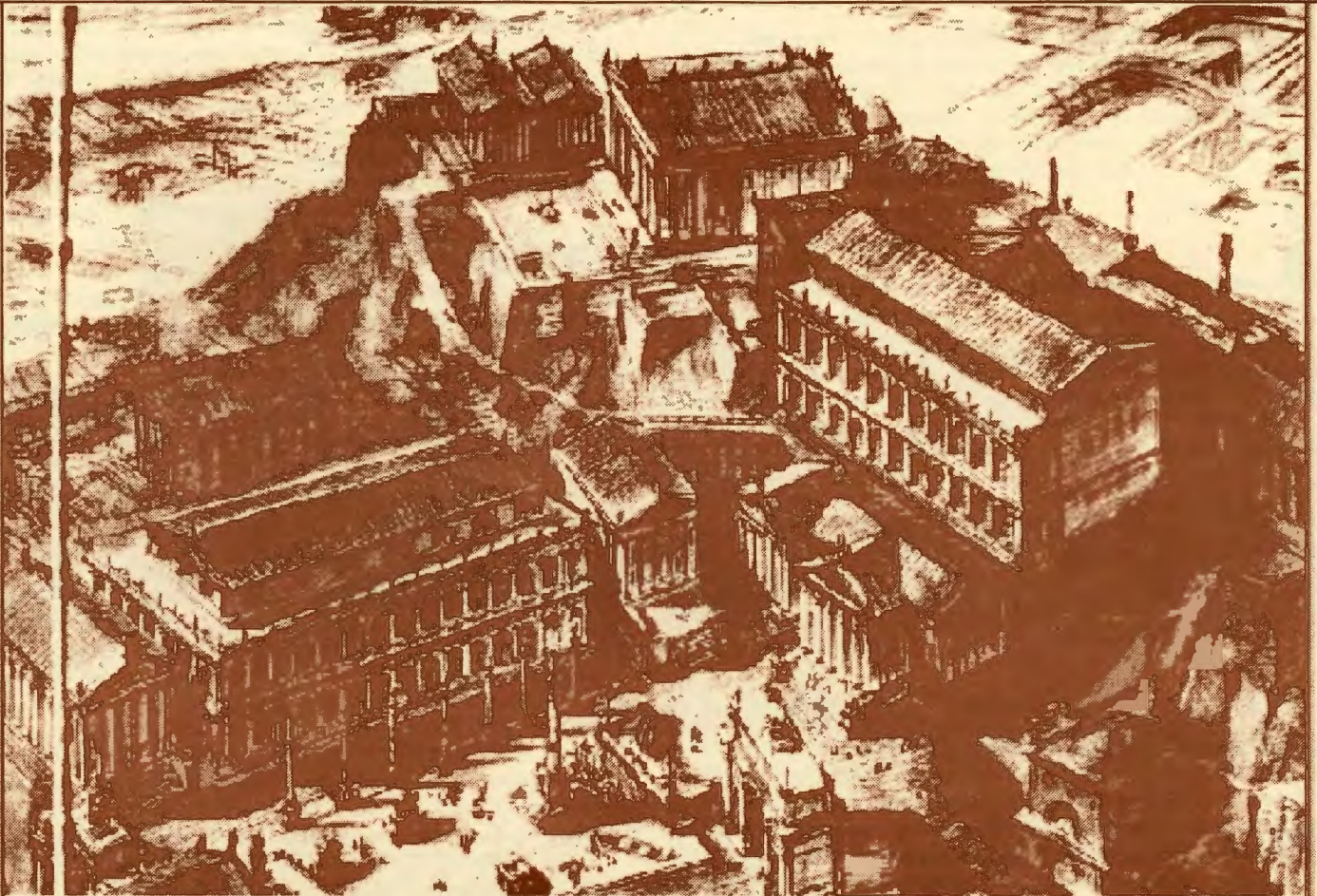
Charlie and Janet completed the LSCA Digitization Project, Ohio Vital Information for Libraries, in 1997. They have the Library of Congress/Ameritech National Digital Library project "The African-American Experience in Ohio, 1850-1920" currently underway.

Cost of the workshop is \$15.00 (limited to first 20 registrants). To register or ask questions, contact Charlie Arp, Ohio Historical Society, State Archives, 1982 Velma Avenue, Columbus 43211 (tel: 614/297-2581).

Ohio Genealogical Society Conference meshes with SOA spring meeting

OGS is having its annual conference in Columbus on April 17-18, and it will thus overlap with SOA's spring meeting. The theme is "The Heart of Our History: Putting Your Ancestor in Historical Perspective." The keynote speaker, Curt Witcher, will begin with a discussion of historical research methodology and will give other sessions throughout the meeting. Our SOA meeting includes a panel session on Thursday afternoon entitled "What Genealogists Wish Archivists Would Do," and OGS has a corresponding session on Friday afternoon "What Archivists Wish Genealogists Knew." Charlie Arp will talk Friday afternoon at OGS on "Ohio's Death Certificates: Getting Them Online," and on Saturday Tom Burke will speak on "Ohio's Federal Land Office Records." Among a wide range of topics (in 36 sessions) are information on using various types of primary and secondary sources; particularities of different geographical regions; introductions to various specific repositories; and a session on certification in the genealogical field. There are many areas of mutual interest in each organization; if you would like to take in some of the sessions at the the OGS meeting, contact 419/756-7294 or the OGS Web site: <<http://www.ogs.org>>.

SOME THOUGHTS FROM



Reconstruction drawing of Tabularium (large structure at right) and Temple complex.

AN ARCHIVIST IN ITALY

PHOTO COURTESY OF VIRGINIA KRUMHOLZ

Virginia Krumholz is Archivist and Records Manager at the Cleveland Museum of Natural History. She received a Master's degree in archival administration from Case Western Reserve University in Mrs. Ruth Helmuth's program. She participated in and helped to run the annual CWRU summer archival workshops. She has long-standing memberships in SAA and ARMA, serving on ARMA's International Education Development Committee. She is currently completing academic studies for certification as a paralegal at Notre Dame College.

When you stand in the middle of the ruins of the Roman Forum and look to the west, you are looking directly at the back of the great Campidoglio, a magnificent civic space designed by Michelangelo which holds the famous statue of Marcus Aurelius, the city hall of Rome, and the Capitoline Museum. What is not often known by the awestruck viewer is that the base of this massive construction is really the "Tabularium," the vast imperial archives office originally built by Catullus in the time of Sulla, around 78 B.C.

The reconstructed photo above shows the location of this stupendous hall, which measured 220 feet in length and was raised 50 feet above the Forum. It was located right next to the spiritual center of

the city: the Temples of Saturn, Concordia, and Vespasian. What was in the Tabularium? Where are the records? What did they look like? What information did they contain? We don't really know. Most accounts say that successive waves of barbarian invasion through the Middle Ages and hostile invasions such as the Protestant sack of Rome in 1527 succeeded in obliterating the materials within the Tabularium. Undoubtedly, many were saved and may still reside within the Vatican. At the collapse of the Roman Empire, the Papacy was virtually the only entity able to salvage the remnants of the ancient world and protect them through two millennia.

This image of the Tabularium stayed in my mind through all the contacts and work which I did while in Rome for five months this past year. For instance, when I took the "B" subway Laurentina line to EUR (the "Third Rome" constructed by Mussolini to house the *Esposizione Universale di Roma* to be held in Rome in 1942), I stood on a street called the Via Europa. At one end of this wide, beautiful boulevard is the church of San Pietro and San Paolo (not the one you're thinking of, but the new one constructed for EUR). At the other end of the boulevard is the Archivio Centrale di Stato, the archives of the nation of Italy. This is the identical siting utilized by the Rome of ancient times. "Tabularium" and temple together were to reflect the two strengths of the nation: the spiritual dimension and the record of the life and works of the state. In most of the construction during the Fascist era, there was a deliberate evocation of the past glory of the Roman Empire.



View of the Roman Forum looking toward Tabularium ruin at the base of the Campidoglio

PHOTO COURTESY OF VIRGINIA KRUMHOLZ

With a two-millennia-long tradition of attention to documentation, a strong commitment to the practice of archives and a well-defined legal status, one would think that things would be easier for the Italian archivists than they are for us. After all, we are used to having the question "Where do you dig?" asked of us. Now Italian archivists are beginning to get the same queries and puzzled responses from civil workers and the public. The archivists feel that Italian life is becoming more and more oriented to the individual with less and less knowledge of corporate and communal functions, and this is played out in a lack of comprehension of archival work. They seem to feel that this is due to the individualistic influence of the United States (along with the ever-increasing triumph of the McDonald's hamburger!). The Italian archivists I talked to are also concerned with the disappearance of informational context and the rising flood of fragmentary information. These archivists have responsibilities far beyond ours for the custody and authentication of information, due to the European tradition of notarial acts. Their notarial tradition comes from that of France, which came along with the triumph of Napoleon and was carried forward with their essentially French monarchy. It differs from the commonly held definition of notaries in the United States. The verification of authenticity of information and the ability to prove actions is much more prevalent. As we talked and discussed, it was clear to me that they would feel quite at home in the archival world of Canadian practice, which, after all, has closer ties to Europe. The Italian archivists seemed shocked to learn how deeply United States archival practice has been influenced by library procedures and administration. The computerization of Italian library work is far from complete, and so this information work has not gained ascendancy as

of yet. The archives still maintain an independent and superior status. Even "collections" seem to be under archival control, not vice versa.

Recent (1992) legislation strengthens the hand of the Archives of State, which have actual supervision and consultative authority over both the provincial and municipal archives of Italy. The education of archivists is as much a subject of debate in Italy as in our own country. They are definitely concerned about the erosion of authority for the capture of information due to the rise of computerization, with the attendant status of "information systems" personnel. One highly placed archivist confided that it is will soon be imperative to have two levels of instruction: one at the routine clerical level and the other at the very highest systems level, in order to regain control of information content and protect informational context. There may be just such a program instituted soon at the University of Rome, which has a fully developed archival curriculum. The Archives of State has built-in training courses, just as the U.S. National Archives does, but some of the archivists question their efficacy and acceptance.

In the United States, we receive very poor coverage in our print and electronic media about the emergent European Community. It was a complete revelation to see how far advanced the unification or consolidation has gone. There are 15 countries which are full members, with (approximately) over 167 million potential "citizens." When we arrived in Italy and went through customs in the Rome airport, we stood in the "Others" passport line along with Indonesians and people from the Ivory Coast. The citizens of the EU countries breezed through as if they were citizens of a unified country. Italian archivists are now faced with the management of recorded information which must be maintained for their own

national interests, plus the emerging information requirements of the European community. There are now common standards, weights, measures, specifications, currency, bid requirements and treaties. The European community funds study projects and cooperative ventures cutting across all national lines. For instance, a young Italian Ph.D. student recently studied at Cleveland State University on a research project funded through the European Union. Thus it is easy to comprehend how the delimitations of archival authority and responsibility are in a state of flux. The archivists fear that if there is an atmosphere of diminished authority there will be even worse erosion of information quality.

I had a hard time convincing the archivists I spoke to that our Vice President, Al Gore, sends and receives over 100 messages a day (as reported in the *International Herald Tribune*) from his little notebook computer. "What is he sending and what is he receiving? Is this legal?" they asked. "I haven't the slightest idea," I responded in less than impeccable Italian. I didn't tell them that I doubted that anyone in our National Archives knew either.

It would be nice to report about comparable salaries and working conditions, but I gave up trying to make sense out of the complicated layers of compensation awarded to the Italian civil service and private practitioners. Of course, most archival work in Italy is carried forward on an official or ecclesiastical basis. Nonetheless, most people who visit Italy are struck by the almost universal well-being of the people, and the archivists seem to be in good order, too. It is rather strange to see archivists vigorously smoking cigarettes, but that is the Italian way at the moment. A repository and office of the Archives of State were right around the corner from our apartment and were housed in the magnificent "La Sapienza," which means "Holy Wisdom." The facility was formerly the University of Rome and takes its name from the glorious church designed by Borromini. It is hard to draw a comparison of physical work conditions based on that! The "cubicle" and "work station" ethos seems not to have landed in Italy yet, although they will probably follow the forward march of electronics. At present, the Italians still seem to have windows.

There is one person in Italy whom I regret not being able to meet. (Earthquakes in the Marche region turned me into a coward.) Professor Oddo Bucci of the University of Macerata sponsored a symposium a few years ago which gathered archival thinkers, including some from the United States, to consider the fate of archives in the 21st century. I read the proceedings and wanted very much to see Professor Bucci, especially since his is the only university in Italy which sponsors a course in archives and records management. The Italian archivists whom I talked with were resolute in their mission to protect contextual, valid information and to prevent its disintegration into fragmentary, unverifiable parts. They were appreciative of Professor Bucci's efforts in this direction.

When we talked about the future of archival work, both this American archivist and the Italians felt in a somber mood. The ancient Roman Tabularium suffered the fate of pillage and fire through violent invasions which led to the loss of the information of the ancient world. What will we as archivists be able to bring forward and safeguard for the next 2000 years? Do we have enough force and power to influence the formation of information and its management? Do we do enough to advocate vigorously for the importance of our work? The Italian nation (which, after all, only began in 1870) has lived through thousands of years of strife, good times, and bad times. Perhaps we Americans might learn from the Italians to approach our work with the same firm resolve and serious frame of mind in order to protect our country's informational patrimony for life in the future.

Virginia Krumholz
The Cleveland Museum of Natural History

COUNCIL ACTIONS

Important Council decisions are reported here, but not items covered in greater detail elsewhere in this issue. Most reports accepted only for information are not included; the contents of these are found elsewhere under their main topics (Archives Week, the Education Committee, candidates for election, etc.).

June 26, 1997

Kappa Kappa Gamma Fraternity, Columbus

Preliminary budget for next year proposed, using figures from the last few years as a guide; having a sponsor for spring meeting worked well; sponsor (Assured MicroServices) seemed pleased. SAA meeting discussed (use of booth for publicity, representative to SAA meeting on coordination of workshops).

Approved increase in advertising rates in *Ohio Archivist* to \$200 (full page), \$100 (half page), \$60 (quarter page).

Archives Week theme for 1998 is women's history; Education Committee will emphasize theme as well. Committee assignments for Council members: Tom Culbertson—Programs Committee; Dawne Dewey—Merit Award Committee; Kerri Moore—Nominating Committee; Jim Oda—Membership Committee; Gillian Hill—Education Committee.

September 25, 1996

The Cedars, Youngstown

Education Committee report—Of the five workshops scheduled for Sept. 18 only one is being run. We must market to a broader audience than just SOA members. Advertising should be done locally as well. A calendar should be produced a year in advance and published—the problem is getting locations for workshops confirmed. If we are going to do further advertising of workshops, SOA must follow through and hold the workshops. Charlie attended SAA roundtable on workshops at Chicago meeting. The consensus was that regional and local organizations (not SAA) should sponsor basic-level workshops.

The American Jewish Archives in Cincinnati has agreed to host the 1998 fall meeting on September 24-25.

January 9, 1998

Kappa Kappa Gamma Fraternity, Columbus

SOA dues to the National Coordinating Committee were authorized to be paid. Council authorized the Secretary to give the mailing list of institutional members only to Conservation Resources for a catalog mailing; it may also decide to charge a fee for the use of the institutions list.

The visit of Carlos Suárez Balseiro has had to be cancelled; he will be in Spain. The Ohio Genealogical Society and SOA will cooperate on their spring meetings, which will both be in Columbus at almost the same time.

Council approved the request from the Archives Week Committee for a \$500 contribution; other groups will be solicited for the rest of the money. The Membership Committee will begin a membership campaign among corporate archives and public libraries. Council approved giving the Merit Award to Dr. Van Tassel and took George Bain's suggestion that a certificate be given to students doing exceptional work using primary sources for the History Day program. The History Day judges will make the decisions.

An Amishman with a Computer, or, What Profit it a Manuscript Curator to Gain the World Wide Web and Lose His Sole Means of Support?



Michael McCormick is Head of Manuscripts at the Western Reserve Historical Society. He earned both bachelor's and master's degrees at the University of Michigan and served as SOA president from 1993 to 1995. His special area of expertise has been photography and reprography. He presented this paper in its original form at the SOA fall meeting in Fremont on September 19, 1996, in a session concerning the continuing march of automation in our field. Mr. McCormick asks whether everyone needs to follow this new trend, and what may happen at institutions like his by doing so.

The rapid growth of the Internet, and especially of its interface standard, the World Wide Web, has prompted the archival profession to explore new tools to meet its goals of providing primary source information to the public. Widespread usage of computers in the home and the workplace has made remote access to personal papers and records no longer a remote possibility. A succession of software experiments, such as the National Archives SPINDEX, USMARC, the bibliographic utilities, HTML (hypertext markup language), and now SGML (standard generalized markup language), have offered progressively fuller descriptive capabilities, so that today key collection documentation, such as registers, inventories, and calendars, which previously only existed as paper documents, can be keyed or imaged and hot-linked to subject-related catalog entries or other higher level finding aids stored in computer memory. Similarly, the computer hardware available to archives and manuscript repositories has plummeted in price and expanded in capability. Machines with the memory and storage capacity to accommodate the catalogs of major urban public libraries, machines whose predecessors' cost tens or hundreds of thousands of dollars when library automation began, are now priced in the thousands. Beyond that, the new computers offer functions such as scanning and optical character recognition, which dramatically enhance the ability of archivists and curators to reformat older storage media such as paper documents without laborious rekeying of the text, offering the prospect of the delivery of entire collections to the remote researcher.

Perhaps the only major obstacle remaining to the completed transition to the online archives/repository is the substantial out-of-pocket expense of the high speed communications lines required to connect to the Internet, which can cost several thousands of dollars per month. Even there an expansive philosophy of access has prompted a range of funding options that bring the Net and the Web within reach of the traditionally underfunded archives or manuscript repository. College and university archives or governmental archives can piggyback on the host systems of their parent institutions. Private enterprises, such as Ameritech Library Systems, are offering grant funding typified by the National Digital Library Competition, the winners of which shall receive money to support electronic reformatting of core collections for access across computer networks. Private foundations no longer regard these efforts as experimental and will fund them. Governmental entities, such as the National Historical Records and Publications Commission, have made the management of electronic records a first priority. Almost every day the Archives Listserv brings announcements of new programs, new initiatives, and new or revamped archival web sites.

The drive for universal access is on. In many ways, with its larger audience and greater support, the library profession has pioneered the information superhighway for the information professions. Perhaps most critically for this paper, the librarians have set the terms of the debate with regard to universal access, and they view it as an unimpeachable good. Of course, this viewpoint did not arise with the advent of the computer. The public library movement has been a staple of the American democratic experiment. The librarians have provided free or inexpensive access to accumulated knowledge without regard to social status or political power. They instituted interlibrary loan, what one might call in current Net jargon SneakerNet for paper. They have fought censorship, except in the cases of the most blatant obscenity or venality. They empowered those without financial resources. In all these activities, they have prefigured the contemporary debate over Internet access. They have been proper Jeffersonians, and the net benefits to society have been clear.

We, archivists and curators, have adopted this ethic from the librarians because its general efficacy is demonstrated. Beyond that, especially in the case of the governmental archivists, the expenditure of public moneys by the governmental agencies they document demands public accountability. Government in the United States must be responsible to the citizens, and only the review of governmental activities through its primary records can establish with evidentiary value just how public officials have discharged their responsibilities. Therefore, to meet our professional ethic and, increasingly, the requirements of sunshine laws prompted by demonstrated governmental corruption and cover-ups, archivists have embraced universal access to records as a goal and the online environment as the means to actualize it. Indeed, the proposition seems virtually axiomatic to the theory of archives as currently formulated. But is it?

The Archives/Library of the Western Reserve Historical Society is currently participating in a joint library automation project with the Ohio Historical Society and the Cincinnati Historical Library. If all proceeds per the schedule established by the joint automation committee, the three archives/libraries shall be installing major library systems early next year. From there, we at WRHS shall proceed to the loading of our existing OCLC records into the catalog computer and the retrospective conversion of our remaining card catalog entries to USMARC. We are already initiating the usage of USMARC for collection control from the moment of accession. We shall tie into the Internet. We shall establish an Online Public Access Catalog. We shall likely transfer our existing web site, currently hosted by an commercial Internet provider, to the system. Internet links to OHS and CHL shall be established, allowing researchers in each our reading rooms to search the other institutions' catalogs. We shall initiate many of the functions that the public libraries, governmental archives, and college and university archives already provide. But, in our current plan, we shall not be digitizing our collection register finding aids, SGML encoding them, and hot-linking them to the USMARC records. Why not?

A colleague, with whom I have the best relations, has characterized me as "an Amishman with a computer." I suppose it is the beard that inspires that comment, for I rarely drive my horse and buggy to these meetings. He has characterized my institution as "the Neo-Luddites up North." He is correct in detecting a fundamental conservatism, even skepticism, in

our policies and practices regarding information technologies. We think we developed our attitude with just cause. For example, we acquired our first computers for in-house usage, at considerable expense, in 1984 for usage in collection control. We researched extensively, and inquired with individuals knowledgeable in the hardware and software available at the time. Armed with this information (and taking a lead from Case Western Reserve University), we purchased a Digital Equipment Corporation Rainbow, a DecMate dedicated word processor, and CP/M operating system based software. Just a few months later the market break to MS-DOS occurred, and our state-of-the-art equipment was orphaned. Such rapid transitions do not inspire confidence for long-term utility when significant capital equipment acquisitions are under consideration.

Despite that experience, and despite the humorous calumnies that we at WRHS are unreconstructed antiquarians, we experimented with our new equipment and developed modifications to our processing collection methodologies. In 1983, Marian Sweton began loading bibliographic records generated by our participation in the US Newspaper Project to OCLC. Since then we have also contributed records describing our manuscripts collections. Kermit Pike, Dennis Harrison, and John Grabowski, working at a basic collection control level, began the generation of database records detailing the provenance, size, scope, and subject content of manuscript and archival collections. This effort resulted in the publication in 1987 of *A Guide to Major Manuscript Collections Accessioned... Since 1970*. The 1987 Guide was generated on the Rainbow and utilized the database's sorting ability to structure the entries in turn by MS number, alphabetically, chronologically, and by subject coding, replacing the traditional index contained in the 1970 *Guide to Manuscripts and Archives*. Meanwhile, taking advantage of the principle of the division of labor and the editorial efficiency of the electronic word processor, Richard Hite, Daniel Linke, and Bari Oyler Stith created a technique of team processing that greatly speeded traditional processing and writing of the register finding aid. Hite and Linke summarized this technique in an article published in the MAC journal, then the *Midwestern Archivist*. I myself conducted a complete physical inventory of our microfilm negative collection and generated a database which recorded collections, geographic and subject information, filming information, and negative storage location within the film vault. I also automated the microfilming laboratory statistical production control, eliminating a lot of calculator keypunching. I think it fair to say that we looked for and found instances where automation enhanced our productive capacities.

Nor have we rested upon these achievements. For reasons of economy, we did not immediately upgrade our computers and word processors with each new processor chip introduction. We got our investment out of the Rainbows and DecMates through intensive long-term utilization, replacing them just over one year ago with 486 based computers linked in a LAN. We saw the handwriting on the wall, in the form of increasing machine breakdowns and decreasing parts supply. Leapfrogging two generations of hardware, we brought our systems within a generation of the leading edge technology. Budgetary considerations and the reality that the 486 machines

would remain viable tools quite as long as the old DEC equipment drove our decision not to purchase more expensive Pentiums. We are beginning to take full advantage of the access the LAN offers, whether in reference or administration. Our program hardly makes us archival revanchists reaching for quill pens and foolscap. And, as previously mentioned, we are participating in the joint automation program with OHS and CHL, which will result in a historical library network somewhat parallel to OPLIN and OhioLink. Yet we do not intend to make our higher level finding aids available across the Internet. Again, why not, when it seems so easy and so necessary, according to the common wisdom within the profession?

Simply put, it is because we think that universal access is not as axiomatic as it seems on the face of the question. That which is a laudable goal for the librarian and the governmental archivist may have significantly less utility for the curator at the private manuscript repository, the corporate archivist, or even the C&U archivist, and for widely differing reasons. Further, we are concerned that the widespread interest among archivists and curators in learning computerization techniques for enhancing

finding aids diverts attention from the traditional archival and curacy tasks of solicitation, appraisal, arrangement and description, and preservation. Are we archivists, or coders? Does access supersede the other tasks? Where do we commit our resources?

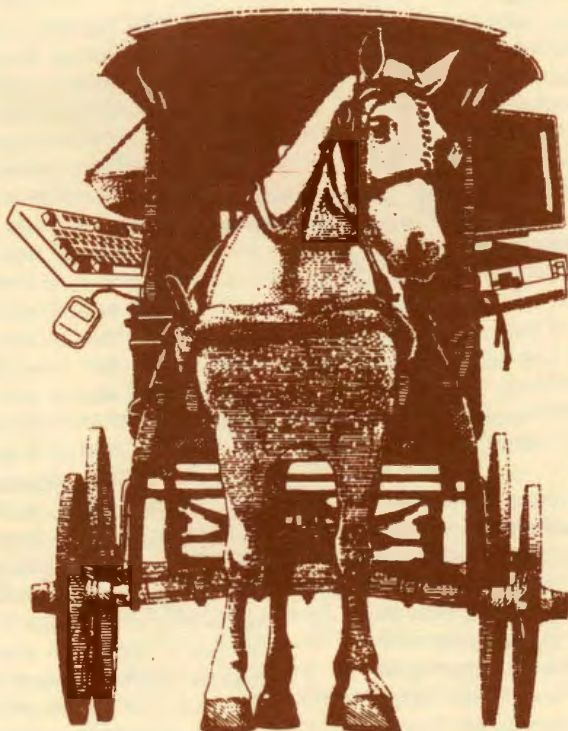
Let us examine universal access first. As a manuscript curator, I will not attempt to speak for the corporate or C&U archivists, except in a most general way. In most instances they are the custodians of proprietary or confidential information that will not or must not be made widely available. Certainly they could utilize the tool of SGML profitably in internal networks, and that is very much their decision on an individual basis. However, I can speak from the experience of an individual private nonprofit manuscript repository, and we believe that, despite the common Internet wisdom, universal remote access would be damaging to our long-term interests.

How can I say this despite the long experience of the librarians and many archivists with regard to the democratic nature and educational value of universal access? Are we not only unreconstructed antiquarians, are we also reviving the elitist roots of the traditional historical society or manuscript repository? Have we turned Melvyl Dewey's portrait to the wall, to indulge a hoarding instinct?

In a word, no. Instead, we are attempting to preserve our capital, our collections, for the long-term good of our institution. We proceed from several propositions.

As I said before, WRHS is a private nonprofit institution, and its staff is responsible to its members through its Board of Trustees. We receive no government funding and no constant private funding from outside agencies. We are dependent upon our endowment proceeds, our membership fees, and our usage fees to pay our operating expenses. Our collections are our capital, and our product is historical information. The Society is committed to the continuing expense of collection preservation and access in perpetuity. We cannot afford to give away our product, as much as we might like to subscribe to the principle of universal access.

Baldly put, we incur expenses at all stages of the archival enterprise. The time spent evaluating emerging research topics and



individual collection prospects, on the phone, and writing letters in the solicitation process, the costs of materials, supplies, gasoline, and vehicle insurance in the acquisition process, the materials consumed and writing instruments utilized in arrangement and description, the overhead costs buried in preservation through the operation of our building and the controlled environment HVAC system and an interventionist item repair and reformatting program, cataloging, the administration required to coordinate these activities, and in all these functions, the salaries of the staff, all occur prior to the point where questions of access arise. Moreover, contemporary practice is significantly more expensive with its emphasis on environmentally controlled storage facilities. We calculate that the overhead costs of processing collections approaches 20 per cent of the total materials and salary expense calculated. Clearly, the private repository has chosen to carry a considerable financial burden.

I have said that we cannot give our product, historical information, away. This may seem inconsistent at first glance, given the publication of our many guides and our participation in NUCMC, OCLC, and the proposed networking among the Ohio historical agencies. We argue that the distribution of summary bibliographic records serves our purpose, which is to draw researchers to our repository and our collections. We have collections that are national in scope, such as the Shaker manuscripts, the Civil War documents and photographs, the Frederick Crawford automotive-aviation files, and the genealogical materials. Our Cleveland and Western Reserve materials, while primarily regional in scope, can be utilized by scholars working in urban, ethnic, or policy history. We very much want the widest possible audience to be aware of the subject matters contained in our documents, and subject access is amply served by a well-analyzed and -written bibliographic catalog record. The distribution systems I have mentioned make this information nationally and internationally available.

It might seem from here a short and logical step to make our higher level finding aids, our descriptive registers, available across telecommunication nets, even if we continue to choose not to load original source documents into computer storage. After all, a register or inventory is only a slightly fuller summary description. However, and perhaps somewhat prosaically, we sell our registers to researchers. We regard them as publications of the Society, quite as much as the monographic works and exhibition catalogs we have, from time to time, commissioned or authored. We recover, to some small degree, expenses incurred in the acquisition, processing, and preservation of the collections.

Need it be said here that we have no intention at all of imaging source documents, coding them in markup language, and distributing them across the Internet? Yet might that not be shortsighted given the work being done on encryption security measures for financial transactions for embedding in Web browsers?

Given that that work is not complete, or, as the saying goes on the newspaper business pages, nobody's figured out how to make a profit on the Internet, we think not. Certainly that will change, and in the shorter, rather than longer, term. For the immediate future, we are content to make copies and dispatch them via U.S. mail (upon receipt of payment, of course).

However, that begs the question, in that financial encryption will become viable. Here we must examine a far larger proposition than the economics of purchasing individual finding aids, a proposition on a par with the principle of universal free access. I refer to the relationship of the repository to its audience, a topic that is drawing increasing commentary in library and archival journals.

Here is a critical issue for the continued well-being of a library or

archives, especially one without mandated funding. An institution such as WRHS must constantly attract new patrons and hold their interest. We must impress them with our programs. We must develop them into members of the Society and advocates for all its activities, whether in the museum or library, and for the utility of the study of history itself. We are concerned that this cannot be readily done at a distance, in the impersonal exchanges of telecommunications.

Here is an issue that underlines the current split in the profession between those who come to archives from the information sciences and those from the humanities. Much of what follows is personal observation and interpretation, yet I think I will raise some valid concerns. The most enthusiastic proponents of network access to information tend to come to libraries and archives with a grounding in information science theory. They tend to be technologically oriented. Their budgets tend to the acquisition of the latest hardware and software. And, in a recent example, they created a university library in which high-traffic general reference books are housed in mobile compact shelving. Finals week should be interesting.

Therein is the concern; enthusiasm for technology has made some among us oblivious to fundamental human behavior. While I claim no special genius for those of us whose education was in the humanities, an old aphorism with reference to our audience and their interest in our work occurs to me here: out of sight, out of mind. Just how visible will the repository be in the glow from the computer monitor?

Let me phrase it this way, with no derogatory intent: how much affection do you feel for OCLC? True, the missions of the historical repository and the bibliographic utility are far from identical. I am sure that OCLC's employees are dedicated and engaged. But how often does a patron end a FirstSearch session with an interest in supporting OCLC's work? For the private repository, the parallel, the participation of its audience, is a critical question.

Certainly our current practice does not insure that the researcher shall come through our doors. One can get a register without coming to our library and decide that the materials have no utility to the immediate topic. Indeed, one can get entire collections, in the form of microfilm, and a part of the purchase price pays for the preservation of the items. However, given that our primary historical audience is regional, it is simply more timely for patrons to visit us. Once the patron is there, we, the staff, can attempt to convey the richness of the collections, the intriguing nature of the exhibitions, and our enthusiasm for our mission. We may convert a visitor into a member of the Society. We are visible.

In our opinion, the private repository, and even the public library, risks a great deal in losing individual identity in becoming primarily data sources on the Internet. We have established physical spaces where our audiences gather and do more than simply read. They talk, to each other and to us. They share notes and research tips. They develop friendships. In my opinion, they receive much more for their user fees than simply data, and are much more likely to become the advocates and patrons we want and need.

Archivists complain of a lack of respect for the profession, engendered to some degree by a lack of visibility. I personally doubt that an Internet presence raises that visibility, in the sense that it can be difficult to see the trees for the forest. I think it more beneficial for the private repository to attempt to reach its audience on as personalized a level as possible, so that our patrons come to know us and have reason to accord us the respect our efforts deserve. We believe that universal free remote access has hidden costs that will eventually diminish our base of support.

Finally on this topic of audience development, we must bear in mind that, despite the programs to make the Internet widely accessible, the majority of our potential audience is not online. There remains real



utility in committing financial resources to directed marketing campaigns and outreach programs. While there are new funding sources for the development of Internet functions, such as the National Digital Library Competition, the efforts to capture these moneys must divert some creative and administrative energies away from audience development and, indeed, other archival tasks—which leads me to our further concerns.

The title of this paper emphasizes patron and, by implication, financial support. However, as I said earlier, this is not our sole concern regarding automation at WRHS. We also question whether writing code is an archival skill.

Our staff and I face a backlog of nearly 5000 linear feet of unprocessed collections, and no computer, no intelligent finding aid, is going to move that paper, is going to appraise it for value, is going to folder, box, and label it, is going to write a register. Our staff has invested years of time in training, both in formal academics and on the job, in mastering precisely those skills. With accessions storage space diminishing, is it an appropriate use of their time and abilities for them to create SGML encoded documents? Is that not, in fact, a programmer's job?

Recently our staff received training in the software on our new computer system. We utilize an office suite of programs for word processing, spreadsheets, and databasing. We hoped to achieve efficiencies in how we applied these programs, and in many instances we did. However, we had been running into difficulties with the database, for the maintenance of which I have primary responsibility, in the absence of an MIS department. The canned applications built into it would not necessarily extract collection information in the manner or format we wished. The trainer suggested that we could surmount this problem were I to learn SQL, C++, and Visual Basic, noting that it only took her 21 days to master C++. My response: I am being paid to administer a manuscripts department, not to be a computer programmer. I, like our processors, have spent years mastering a set of skills that need to be applied. Who would run the department in the time I am off learning to write code? What functions will be neglected when I apply these new skills in writing code? In short, again, is writing code an archival task?

We argue that it is not, in any appropriate division of labor. It may seem laughable to refer to division of labor with reference to archivists at all, given the varieties of skills that must be acquired and exercised. The competent archivist must be aware of current and emerging research interests, capable of appraising document types and enduring value, cognizant of preservation issues affecting the many varieties of recording media,

able to analyze materials for subject content, and able to write a coherent and succinct finding aid. The archival task list is already diverse; what matters it to add one more skill?

We argue that this is absolutely central to the mission. Archivists should not be responsible for the systems which deliver their finding aids except in a manner which applies their classical skills, i.e., foldering and filing a paper document. Electronic information systems require other sets of high level skills, sets that already require considerable study. The idea of contemporary archivists having to maintain computers and write code is functionally analogous to earlier archivists having to make their own paper and ink! I will stop here to note that these putative early archivists would have been justified in sharpening their own quill pens, as I do. In short, we argue that, given all the tasks already performed in preparing a collection for research, tasks that revolve around the analysis and preservation of the content of the collection, that writing code is better left to specialists who have mastered the nuances of computer language.

Certainly a case can be made by the electronic records archivists that this argument is not true in the matter of their subject material, that to manage the function, form and context of electronic records requires a sophisticated understanding of their generation, usage, and maintenance. However, I am arguing from the perspective of the manuscript repository, where we continue to receive materials created in the 18th and 19th centuries whose nature is far less formulaic than that typically maintained by electronic systems. We will continue to need to apply the classical curacy skills far into the future. Time spent away from these core tasks is time lost. Indeed, it seems to us that the current emphasis on remote and universal access slights the considerable time, thought and resources required for the operation of a comprehensive historical documentation program, at least for collecting repositories such as ours.

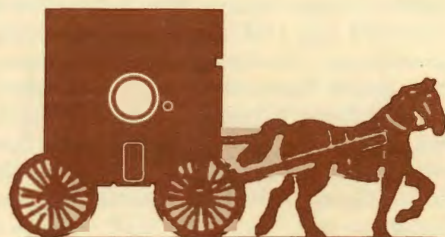
Perhaps in a better funded future our processors shall pass off worksheets with collection and subject tracings to be hot-linked through SGML or its inevitable replacement by our staff programmer. Our system administrator shall maintain the LAN link to the business office computer which records the purchase of electronic finding aids or even digitized source documents. However, our reference librarians might be very lonely out in the reading room, which once bustled with patrons who came to know and appreciate them. Even so, our user fees will likely have had to increase, so as to compensate for the loss of membership and the constant upgrade of computer equipment. Or perhaps we shall have to initiate a net version of public broadcasting's Pledge

Week, in which we periodically interrupt online research to badger the patron about joining the Society, or embed membership forms and advertisements throughout our digitized documents. Oh, Brave New World, which has such features in it!

Fortunately, those are not my problems at this point. Our attendance is healthy and our programs active. Our staff and I do face our backlog, shrinking available shelf space, and the increasing size of contemporary manuscript collections. Until we start to receive the organizational records of companies, agencies, and Congressional offices on CD-R, or its inevitable replacement, we shall continue to ignore the high-level electronic finding aids. We have a lot of paper to examine and preserve. I suspect this to be true at other private repositories across the country.

Well, it's time for me to ride off into the sunset and smash some power looms, then go to meeting. I can hear my horse getting restless.

Michael McCormick
Western Reserve Historical Society



SPONSORS FOR YOUNGSTOWN MEETING, SEPTEMBER, 1997

SOA is very pleased to thank the local sponsors from Youngstown who made the fall meeting possible:

The Beat Coffeehouse
Josh Butler & Co.
Mahoning Valley Historical Society
Ohio Historical Society
Records Systems, Inc.
Youngstown State University—
Media Services

Special thanks go to the following institutions and individuals for their assistance at the conference:

Lisa Drobney, Youngstown &
Mahoning County Convention &
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Dr. Tom Hanchett, YSU
Dr. Paul Mullins, YSU
Roy Passarelli, Records
Systems, Inc.
Mark Peyko, *The Monthly Metro*
Staff of the Youngstown Historical
Center for Industry & Labor
Staff of the Mahoning Valley
Historical Society

Archives Week, 1997—statewide roundup of events

The theme for October 19–25, 1997, was “Celebrating Local Government in Ohio.” SOA had several cosponsors—the County Commissioners Association of Ohio, the Ohio Municipal League, and the Ohio Library Council. The 1997 poster was designed by the Cleveland City Council Clerk’s office, for which we are very grateful. The Governor’s office and both the Ohio Senate (thanks to Sen. Nancy Chiles Dix) and House of Representatives (thanks to Rep. Larry Householder) issued documents of support, for which we thank them.

SOA appreciates the contributions in support of the 1997 poster from the above sponsors, as well as from the City of Cleveland, the Ohio Council of County Officials, the Ohio County Records Association, and the Buckeye State Sheriffs’ Association. The poster focused on buildings used by local government in Cleveland and Cuyahoga County, suggesting the varied services provided, including health care, transportation, recreation, and libraries. Images included in the poster were of Cleveland City Hall, the Cuyahoga County Courthouse, Cleveland City Council chambers, the Mt. Pleasant branch of the Cleveland Public Library, Cleveland Hopkins Airport, the forerunner of the Regional Transit System, the infirmary at the Warrensville Workhouse, Cleveland Municipal Stadium, and the legislative text from the 1837 ordinance establishing what is now MetroHealth Medical Center. Images were drawn from the collections of the Cleveland City Council Archives, Cleveland Public Library, and the Cuyahoga County Archives.

In Cleveland, CAR (the Cleveland Archival Roundtable) held two open houses during Archives Week, one at City Hall on October 18, hosted by the Cleveland City Council Archives under Martin Hauserman. Judge Patricia Blackmon gave a keynote speech on the importance of records to the judiciary. She described her own research in finding out what was available in judicial records in the South about slave life. She said that a picture emerged of much more interaction between slaves, free blacks, and whites than the stereotype allows. Slaves developed an economic system of their own, sometimes trading over large geographical areas. This market had such a large effect on the overall economy that a group of businessmen attempted to quash it. Judge Blackmon then spoke about the importance of records to the judiciary—how they are the basis for the all-important concept of precedence—“the rudder that makes the court system stable.” She also touched on the conflict between the right to privacy and the public’s right to know. After the speech there was a reception, and Martin Hauserman gave a presentation on City Council records. The entire area was filled with exhibits spotlighting Cleveland City Council collections, produced by Hauserman and his assistants, Ryan Moore and Michael Shannon.

CAR held a second open house on October 26 at the Cuyahoga County Archives, similar to the one held the year before. There were no featured speeches, but a good crowd came in to look at the card catalog, pick up brochures on local institutions, find catalogs for archival supplies, and use the collections. CAR archi-

vists were on hand to answer questions. *Cleveland Magazine* carried a news note about the event, and Martin Hauserman and Judge Blackmon were interviewed on the radio.

Also in northern Ohio, the Geauga County Archives and Trumbull County (through the Trumbull Recorder’s office) held open houses during the week. The Toledo-Lucas County Public Library mounted an exhibit from its collections of historical records, photographs, and artifacts.

In Lawrence County, the county government, under the direction of County Recorder Sue Deeds, held an important open house which drew an excellent crowd, gained news coverage on a Huntington, West Virginia, television broadcast, and produced a videotape featuring current officeholders and staff as well as historical information on Lawrence County’s government.

In southwest Ohio and the Miami Valley, there were several events and exhibits. The Dunbar Library at Wright State University had an exhibit on Dayton as the first U.S. city to adopt the city manager form of government. The Greene County Records Center and Archives had an open house featuring an exhibit of documents from the collection, including the first Greene County Commissioners’ journal, from 1804–1806, which has been newly treated for preservation. The Smith Library of Regional History had an exhibit of Oxford city records. The Mercer County Historical Society’s exhibit displayed ships’ logs, correspondence, and journals of Captain James Riley, “Ohio’s last frontiersman.”



CAR open house, October 18, 1997, Cleveland City Hall. City Council Archives staff Martin Hauserman (c), Archivists Michael Shannon (l) and Ryan Moore (r)

PHOTOS COURTESY MARTIN HAUSERMAN



Part of the City Council display

Cleveland Archival Roundtable News

The Cleveland Archival Roundtable (CAR) continued ongoing projects: a website and a new edition of the 1984 CAR guide to northeastern Ohio repositories (possibly published by the summer meeting). CAR also sponsored two open house events for Archives Week, at the Cleveland City Council Archives and at the Cuyahoga County Archives. The annual Christmas party was held at the Cleveland Museum of Art, hosted by Archivist Ann Marie Przybyla. Attendees were treated to a tour of the museum's library, one of the largest in the country. Helen Conger stepped down as chairman of the Planning Committee (CAR's governing body). The Committee now consists of Martin Hauserman, Jennifer Kane, Kenneth Grossi, and Victoria Kudra. CAR's summer meeting is to be hosted by Joanne Sawyer at Hiram College; a date has not yet been set.

CAR recently decided to adopt a logo, after almost ten years of being in existence. On December 16, the Planning Committee approved the design, a coat of arms designed by CAR member and former officer Anthony W. C. Phelps, who is a heraldist of outstanding reputation. The design was presented to CAR members at their Christmas meeting at the Cleveland Museum of Art. It was felt that a coat of arms is not only a very archival

mode of identification, but heraldic rules ensure that the design will be clear, recognizable, and flexible in whatever medium it is used. Mr. Phelps chose argent and sable



**The CAR arms, designed by
Anthony W.C. Phelps**

(white and black) as the colors; they will be easily and cheaply reproducible with no distortion of color. CAR is very grateful to him for having made his expertise available

and devising such an appropriate emblem for the group.

For all of you heraldry buffs, the blazon is: gyronny of eight argent and sable, an annulet counterchanged, on a chief per pale of the second and the first three billets counterchanged. The "gyronny" (the eight divisions of the main background field) and the "annulet" (ring) symbolize the wheel of a car, and its steering wheel; a round table; and the interchange of persons and ideas flowing in and out of gatherings. The "chief" or upper portion of the shield is also black and white and is charged with three "billets" or sheets (stylized archive boxes?). These billets symbolize the preservation, conservation and accessibility of records in archives; shedding light on the past and at the same time keeping records safe from light; and the records coming out of the dark into the light of day. The Editor observes that the billets ("letters" in Old French) also resemble windows on a computer screen, and black and white also seem to be "electronic" colors! Note that the original illustration had a plain shield shape with a point at the bottom; this drawing by Mr. Phelps shows it in a more florid and informal shape; heraldic arms can be represented in any number of ways but the design (blazon) remains the same.

ARCHIVES WEEK 1998: OCTOBER 18–24

Since 1993 SOA has celebrated an annual Archives Week in Ohio. The purpose of the program is fourfold: 1) to increase the general public's awareness of archival materials and archival repositories; 2) to focus upon materials with a broad thematic appeal; 3) to inspire persons and organizations with records of enduring value to preserve these materials properly for posterity; 4) to strengthen ties with regular users and to introduce new and potential users to archival repositories and the documentary heritage to be found there.

The 1998 theme is "Celebrating Women's History in Ohio." A series of workshops is planned in conjunction with the Education Committee. The intended audience includes business and professional women's groups across the state—the League of Women Voters, the American Association of University Women, Professional Secretaries International, and others. The goal is to help these groups preserve their records: how to decide what to keep, how to produce oral histories of elderly leaders, where to find help, and general documentation strategy.

In 1998, the Archives Week Committee will again be chaired by George Bain. Regional coordinators are: Central: Gary Arnold, OHS (614/297-2586); Northeast/Cuyahoga County area: Martin Hauserman, Cleveland City Council (216/664-3054) and Jennifer Kane, Dittrick Museum (216/368-3648); Northeast/Akron-Canton-Youngstown: (not yet appointed); Northwest: Jim Marshall, Toledo-Lucas County Public Library (419/259-5235) and Julie McMaster, Toledo Museum of Art (419/255-8000 x206); Southeast: George Bain, Ohio University (614/593-2710); Southwest/Cincinnati area: Jonathan Dembo, Cincinnati Historical Society (513/287-7068); Southwest/Miami Valley: Dawne Dewey, Wright State University (937/775-2092).

AIP physics, science history goes online

The American Institute of Physics announces the online version of the *International Catalog of Sources for the History of Physics and Allied Sciences (ICOS)* at <<http://149.28.112.25/pdi/icos.htm>>, or for an easier address link from the AIP homepage at <<http://www.aip.org/history/>>. This provides information about primary sources in the AIP Center for the History of Physics and over 500 other repositories worldwide. The scope includes related fields (e.g., astronomy, acoustics, optics, and geophysics), chiefly from the late 19th century to the present. Additions, updates or comments can be emailed to <nbl@aip.org>.

Oberlin book sale

In order to reduce our publications inventory, the Oberlin College Archives is pleased to announce a reduction in price for the following titles:

- *Guide to the Women's History Sources in the Oberlin College Archives* (1990), 119pp. \$5.00
- *Guide to the Architectural Records in the Oberlin College Archives* (1996), 109pp. \$9.00
- *Oberlin History Bibliography...1833 to 1992* (1992), 36pp. \$5.00

For U.S. surface mail, add \$2.00 for the first book and \$1.00 for each additional book. Make checks payable to the Oberlin College Archives and send to: 420 Mudd Center, 148 W. College St., Oberlin, Ohio 44074.

Remembering the Maine...

SPANISH-AMERICAN WAR MATERIALS IN OHIO REPOSITORIES (A PARTIAL LIST)



U.S. Army officially raising the flag over Puerto Rico, Guánica harbor, July 25, 1898. John Jacob Astor (white pants), Gen. Miles to his right, and Gen. Garretson to his left. Photo taken by Maj. George W. Crile, M.D.

PHOTO COURTESY OF CLEVELAND CLINIC ARCHIVES

This list is a "quick-and-dirty" guide to Ohio materials located during the past year or so concerning the Spanish-American War. The scope includes anything on the Cuban War of Independence, beginning circa 1895 (nothing has yet turned up in this department); the war after the United States entered (1898-1899); and the aftermath of hostilities. Geographically, it includes material from the former Spanish colonies in the Caribbean and the Philippines as well as related material from the United States itself.

This can be a worthwhile ongoing project, as we have only scratched the surface. As you work in your collections, please be on the lookout for material concerning this aspect of U.S. relations with our neighbors to the south. Any new leads will be appreciated! Call the Editor at 216/444-2929 (fax: 216/445-6868, email <lautzef@cesmpt.ccf.org>).

SOA members attending the spring meeting will hear archivists with such collections speak in a session dedicated to Spanish-American War materials (9:15 to 10:30 on Friday morning). Tom Culbertson from the Hayes Presidential Center, Geoff Smith from Ohio State University, and Chuck Piotrowski from the Western Reserve Historical Society will showcase their holdings.

BOWLING GREEN

Center for Archival Collections, Bowling Green State University

OHIO VOLUNTEER INFANTRY, 2d Regiment, Company E. A large-format newspaper-type scrapbook with clippings from Kenton or Tiffin area newspapers, 1898-1899. The articles consist of letters and dispatches sent home from a local resident serving in the war.

PHOTOGRAPH (PANORAMA). Spanish-American War veterans. 53rd National Convention, Grand Rapids, Michigan, 1951.

CINCINNATI

American Jewish Archives

CINCINNATI, OHIO. Copies of grave registration cards for men and women who served in the armed forces of the United States and are buried in Jewish cemeteries in Cincinnati. 217 items.

DAVID, THEODORE W. Letter from T.W.D. to Mrs. Jacob David regarding his activities in the Army, Savannah, Georgia, Nov. 19, 1898. (Other related material may be of interest.) 5pp.

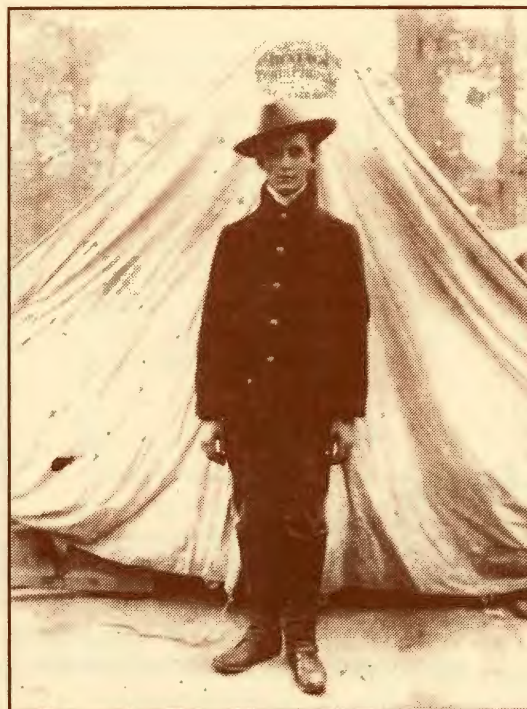
GREENBLATT, MICHAEL. Diary and pictures of Greenblatt, a Jew from Atlanta, Georgia, who served in the Army, 1900-1902; printed material and clippings by Samuel Visanska, M.D. Microfilm No. 141.

HEBREW PRESS. "American Hebrew Newspaper Reactions to the Spanish-American War," by Yael Ben-Baruch. 1984. Manuscript, English and Hebrew, 25pp.

LEVY, J. LEONARD. Letter from Rabbi Levy to Col. C.M. Keegan thanking him for his offer of the post of Chaplain of the brigade of volunteers from Pennsylvania which C.M.K. was organizing for the war, May 26, 1898; newspaper articles regarding the brigade, Mar. 23 and 26, 1898. Philadelphia, Pa. Correspondence file.

LOEW, LEO. Letter from his father concerning Loew's desire to enlist in the army, June 8, 1898. 2pp.

MARKS, ALLAN W. "An Old 'Sea Dog' Reminiscing—1945," by Marks; includes excerpts from Marks' diary in the Spanish-American War, 1898. 15pp. Biographies file.



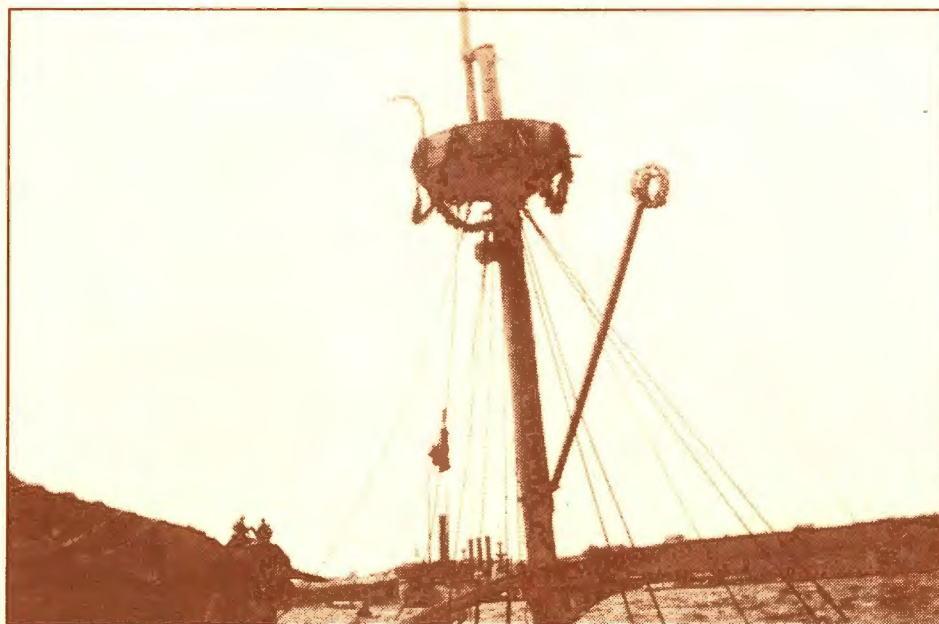
Sherwood Anderson from Clyde, Ohio, before his literary success. In U.S. during Spanish-American War.

PHOTO COURTESY OF R.B. HAYES PRESIDENTIAL CENTER



Dr. Frank E. Bunts (l), surgeon and one of the founders of the Cleveland Clinic, with Red Cross personnel camped in an orchard, July, 1898.

PHOTO COURTESY OF CLEVELAND CLINIC ARCHIVES



Mast of the "Maine" in situ where it sank in Havana Harbor, with memorial garlands (Spanish fort in right background)

PHOTO COURTESY OF CLEVELAND CLINIC ARCHIVES

MEYERS, CHARLES. Letter to his parents, giving a detailed description of the first battle he participated in during the war. Philippine Islands, Feb. 15, 1899. 6pp. Correspondence file.

MONROE, LA.—CONGREGATION B'NAI ISRAEL. List of members who fought in the Civil War and the Spanish-American War. Oct. 23, 1963. 1p.

ROSEWATER, EDWARD. Letters from John J. Pershing to Rosewater seeking E.W.'s help in securing a position with the Nebraska volunteers in the war. West Point, N.Y., April 17 and June 12, 1898. 2pp. Correspondence file.

SCHWARZ, LEON. Collection (4 lin. ft.) includes: "Leon Schwarz—Autobiography—Reminiscences," Mobile, Ala., 1872-1919 (237pp.). Also scrapbooks containing articles about his military, business, club, and civic activities, Mobile, Ala., July 1892-Nov. 1939 (Microfilm Nos. 1644-1646). Manuscript Collection No. 570.

SELIGSBERGER, SIGMUND. Discharge papers from U.S. Army, as a sergeant. Guantanamo, Cuba, May 1, 1899. Documents file.

SPANISH-AMERICAN WAR. Correspondence between Markus Ehlbert of Greenville, Ala., and the Chief Sephardic Rabbi of Jerusalem, Jacob Saul Elyachar, regarding prayer for an American victory in the war, 1898. 3pp. Correspondence file.

NOTE: Items under "Spanish-American War" are also located in the Picture Collec-

tion and the Nearprint File (Special Topics).

WOOG, BENJAMIN B. and EDMUND S. FURLOUGH pass and letters to B.B.W., a member of the Rough Riders; and letter and commissions of E.S.W, 1867-1903. 14pp. Documents file and Rare Documents file.

Cincinnati Historical Society

The Society holds a run of a soldiers' newspaper printed in Cuba in the 1890s. The accession in which these newspapers are located is fairly recent and has not yet been processed—contact Jonathan Dembo at 513/287-7068.

CLEVELAND

Cleveland City Council Archives, Cleveland City Hall

CITY COUNCIL PROCEEDINGS contain information about the war as it related to city employees. This is a printed source; there may be manuscript sources as yet untapped.

Cleveland Clinic Foundation Archives

CRILE, GEORGE JR., M.D., PAPERS, 1891-1992. Photographs taken by his father, George Washington Crile, at sea and in Puerto Rico, 1898. These prints and original negatives overlap with the collection at the Western Reserve Historical Society (see below), though there are some differences. The Clinic collection also contains several letters between Dr. Crile and his future wife, Grace McBride, while he was on duty in the war (July-September, 1898) included in a scrapbook she kept

during the period. Additional photos show Drs. W. E. Lower and F. E. Bunts in uniform during the war.

Western Reserve Historical Society

CHESNUTT, CHARLES WADDELL, 1858-1932. Letter from C.W.C. to John P. Green, Washington, D.C. re: African-American troops, June 25, 1898. (1 item) In J.P. Green Papers, 1869-1910. MSS 3379 (microfilm)

CLEVELAND MILITARY UNITS RECORDS, 2D SERIES. 1877-1973. Seven containers (5 lin. ft.) (Includes various items from this and other wars.) MSS 3985

CONROY, WILLIAM J. Letters to Miss Amanda Kline, Toledo, Oh., written while in service in the war, May 12-July 31, 1898. MSS v.f.C.

CRILE, GEORGE WASHINGTON, M.D. Papers. Include: Series II, Subseries A: Personal memorabilia. Diaries concerning service in Puerto Rico during the war, June-September, 1898, including photos, some correspondence, and materials such as records of a provisional hospital. The photos in this collection are in books with captions.

DAR (Daughters of the American Revolution). Western Reserve Chapter Records, 1897-1917. Includes minutes of chapter meetings, 1891-1897; record book of the Committee of Safety, 1897-1898; minutes of the committee in charge of the War Emergency Relief Board, 1898. Correspondence and report on the promotion of patriotism in the public schools, 1898-1900. MS 910

DRAKE, FRANKLIN JEREMIAH. Papers, 1890-1929. One container and an oversize folder. Photos removed to Photo Collection. MS 4397

FIRST OHIO VOLUNTEER LIGHT ARTILLERY (Veterans' Association). Records, 1882-1954. Organization (founded 1845) of Cleveland-based veterans of various wars. Those represented in this collection fought in the Spanish-American War and

held annual reunions until circa 1950. Contains minutes, correspondence, obituaries, and news clippings. One container. MS 4295

FRITZ, ROBERT OWEN. Letters, May-September, 1898. He was in Troop C, 1st Ohio Cavalry; letters and postcards contain comments on general camp routine and conditions, and the training program at Camp George H. Thomas, Chickamauga Park, Lytle, Georgia and a camp in Lakeland, Florida. MSS 3274

GARRETSON, GEORGE ARMSTRONG, 1844-1916. Papers, circa 1897-1916. GAG, a Civil War veteran, was commissioned Brigadier General of Volunteers and helped lead the invasion of Puerto Rico. 3 boxes. MS 3486

GAYER, HENRY H. Letter to cousin Fred W. Gayer of Akron with some observations on Manila during the war, September 14, 1898. In Hezekiah Hine Papers, 1769-1917. MS 3464

HARD, DUDLEY J. Papers, 1864-1944, related to military careers of D.J.H., a Cleveland businessman active in the military, and of his father, Curtis V. Hard (who also served in the Spanish-American War). The son served in the 8th OVI in Cuba and was later a Major in Troop A, 1st Squadron, Ohio Cavalry in the Mexican border campaign of

1916-1917. They include accounts of actions of the 8th Regiment; a World War I diary, and his unpublished history of the 8th Ohio Infantry in the Spanish-American War. (This collection, especially the Spanish-American diary and the excellent photo scrapbook, was used by Robert Ferrell in his book *Banners in the Air*, published by Kent State University Press.) MS 3138

HOAR, GEORGE FRISBIE. 1826-1904. Letter in praise of President McKinley and the Republican Party, and comments on the occupation of the Philippine Islands. To "my dear Mr. Chadwick," dated Washington, D.C., U.S. Senate, Committee on the Judiciary, October 17, 1900. MS.v.f. H. (one item)

OHIO CAVALRY. 1st Regiment, Troop C. List and receipts of carbines and pistols, and signatures of

every enlisted man. 1898. 4pp. MS v.f. O.

OHIO INFANTRY. 10th Regiment, Company K. Roster, 1898. One item. MS 119 (oversize quarto)

UNITED SPANISH-AMERICAN WAR VETERANS. Major Albert D. Alcorn's Camp. No. 110. Records, 1923, 1952-1961. Charter and minute books of this camp, located in Lakewood. MS 3330

WAREMERGENCY RELIEF BOARD, Cleveland, Ohio. (This was a charitable organization formed under the auspices of the Western Reserve Chapter of the DAR (q.v.) to help provide supplies to hospitals caring for American wounded.) Records, 1898. Letters from various organizations and troops thanking the WERB for donations. List of contributions, work done and returned, and societies auxiliary to the WERB. 6 volumes, 2 folders. MS 2339

WEISHEIMER, WILLIAM FAMILY. Papers, 1874-1929. Includes a series of letters to Marie Weisheimer from John G. Eberhard, Co. H, 20th U.S. Infantry, stationed in Manila during the war and afterward (1898-1901). MS 3253

WHEELER, JOSEPH, 1836-1906, Major General of Volunteers, U.S. Army. Two letters from J.W. about operations of the Army in Cuba; one to officers and soldiers of the Cavalry Division, Army of Santiago, dated Camp Wikoff, LI, Sept. 7, 1898; the other to Leonard Wilson, dated Washington, D.C., April 8, 1899. Three items addressed to J.W. when in command of cavalry at Santiago, 1898. MS v.f.W.

WILSON, LEONARD, collector. Papers relating to the Santiago Campaign, 1898-1907. Letters and reports on the situation in Cuba collected by L.W., military secretary and aide-de-camp to Maj. Gen. Joseph Wheeler. Many well-known correspondents, including Elihu Root. 2v. MS 427

WILSON, LEONARD, compiler. Description of a unique collection of relics of the Santiago battlefields and of the war with Spain...1911. 1 plate, 21 leaves, plus related correspondence. MS v.f. W.

COLUMBUS

Ohio Historical Society, Columbus

In addition to the items below, OHS holds numerous newspapers from the era, as well as numerous secondary sources.

ASSOCIATION OF SPANISH-AMERICAN WAR VETERANS. Department of Ohio records, 1910-1950, including meeting minutes, financial records, and other association records. 4 cu. ft. MSS 415

BUSHNELL, ASA SMITH. Papers of the Governor of Ohio, 1896-1900. 3 cu. ft. MSS 318

CONVERSE, GEORGE L. Papers concerning his membership in the 1st Ohio Volunteer Cavalry in the war. 15 items. VFM 2937

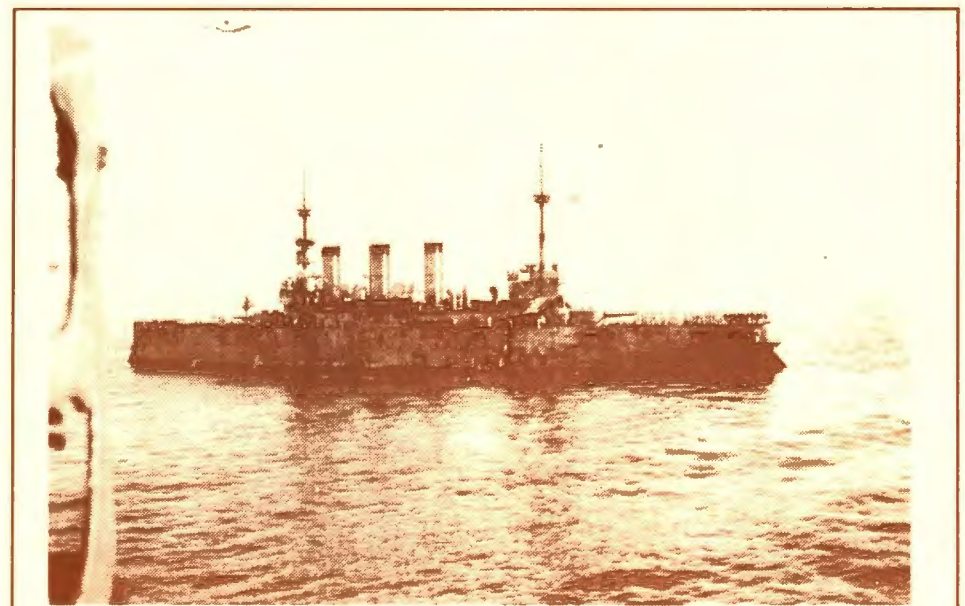
OFFICIAL ROSTER and Index of Troops from Ohio in the Spanish-American War. R 973.8971

OHIO INFANTRY, 10th Regiment. Journals, kept by Sgt. Major W.C. O'Kane, 1898.



Cavorting in camp, September 23, 1898.

PHOTO COURTESY R.B. HAYES PRESIDENTIAL CENTER



"Admiral Sampson returning from first official call at Army headquarters" (party climbing aboard just to left of right mast)

PHOTO COURTESY OF CLEVELAND CLINIC ARCHIVES

These include Vol. 971 (June 25, 1898-Jan. 31, 1899) and Vol. 972 (Feb. 1, 1899-March 18, 1899). Vol 971-972

Ohio State University, Division of Rare Books & Manuscripts (Main Library)

JAMES CREELMAN PAPERS. Creelman was William Randolph Hearst's "right hand man." This collection covers a long period of time. Part of it includes the war, which Hearst was accused of fomenting using his newspaper empire. Besides material pertinent to this topic, there are extensive sources on Santiago, Cuba, on Manila Bay, and on treaty negotiations. Contact Geoffrey Smith in Rare Books & Manuscripts. 4.5 lin. ft.

FREMONT

Rutherford B. Hayes Presidential Center

Note: The Center has several other collections containing Spanish-American War materials besides the major ones, which are on this list. These are the papers of: George S. Boutwell, Joseph T. Dickman, Joseph Warren Kiefer, Jay Johnson Morrow, Nelson A. Miles, William C. Flocken, and Thaddeus Hurd (This last contains Sherwood Anderson material).

WEBB C. HAYES COLLECTION. President Hayes's second son, Webb C. Hayes, served with distinction during the war in Cuba, Puerto Rico, and the Philippines. He was awarded the Medal of Honor for valor in the Philippine campaign. Colonel Hayes visited Cuba several times after the war while serving on the Santiago Battlefield Commission. The collection includes diaries, letters, photographs, and pamphlets, as well as hundreds of museum artifacts. 3 feet.

WILLIAM MCKINLEY COLLECTION, GA-29. This collection consists of seven volumes of telegram transcriptions kept in diary form by Benjamin F. Montgomery, the White House telegrapher. Many telegrams cover Cuba, the Philippines, and the Boxer Rebellion. 1 foot.

CHARLES O'NEIL PAPERS, GA-37. Charles O'Neil served as Chief of the Bureau of Ordnance in the Navy Department from the late 1890s to the early 1900s. The collection is made up of several hundred letters dated 1898 and 1899 dealing with official Navy matters. 1/3 foot.

SPANISH-AMERICAN WAR RECORD BOOK, GA-46. One record book containing war news dispatches sent by J.A. Stewart of the Sixth Cavalry from April, 1898 to February, 1899. 1/3 foot.

ROBERT DEXTER CARTER COLLECTION, GA-40. Letters written by Robert Dexter Carter, who was Gen. H.W. Lawton's civilian quartermaster clerk. The 23-year-old Carter wrote the letters to family members. They give insights into the rivalry among Generals Otis, Wheeler, MacArthur, and Lawton and are dated from May 28 to Sept. 23, 1899. 1/5 foot.

CLARENCE E. MYERS PAPERS, GA-32. Mr. Myers was a Fremont resident who served as a lieutenant in the 6th OVI. The collection contains correspondence from 1898 and 1899, as well as photographs and military reunion material. 1/2 foot.

HARKNESS J. MILLER PAPERS, LH-710. Mr. Miller served as a musician with the 6th OVI in Cuba. He was a lifelong resident of Clyde, Ohio, who remained active in veterans' groups. Contains letters, photographs, ribbons and printed material. 1/3 foot.

CHILDS FAMILY COLLECTION, LH-113. The Childs family owned a clothing store in Fremont from 1893 to 1933. One son, Clarence, served in Cuba, and the collection contains three volumes of a diary kept during his service, plus some photographs. 1/2 foot.

LIMA

Allen County Historical Society

OHIO VOLUNTEER INFANTRY, 2d Regiment, Company C. Small photograph collection, circa 1898. This regiment spent



Webb Hayes in Spanish-American War uniform, circa 1899. His sword was a trophy captured during the fighting.



Webb, left, was a Quartermaster Sergeant in the First Cleveland Troop volunteers at this 1888 encampment in Columbus, Ohio. He poses here with H.C. Rouse, a fellow noncommissioned officer. This was 10 years before the war, and shows his unit's uniform at that time.

PHOTOS COURTESY OF RUTHERFORD B. HAYES PRESIDENTIAL CENTER

THE CUBA



PROJECT

Carlos Suárez Balseiro, our main Cuban contact, who had been planning to visit us in April, is nearly halfway through his academic sojourn in Spain. The Spanish government awarded him a year of graduate study, leading to a degree in information science at Carlos III University in Madrid. (Incidentally, the Editor recalls a large statue of King Carlos III of Spain on the Plaza de Armas, at the very heart of Havana.) The program started in October, and although he is very busy, Carlos has taken tours to archives in other parts of Spain during the course of his study. He may be able to give us a report on the archives in Toledo and Granada in the next issue of OA. One of the most enthusiastic supporters of our tour project, Greg LaMotta of NARA's Center for Electronic Records, has recently returned from a trip to Havana, where he visited the Cuban National Archives, among other places.

Please do not forget our Cuban colleagues. If you have any runs of professional journals that you don't need, or other professional books or publications that we could send to the Cuban archivists' library, please contact the Editor at 216/444-2929 or at email address <lautzef@cesmpt.ccf.org>.

most of its time at Camp Thomas, Chickamauga, Georgia, and did not go overseas. The photos show camp life and Camp Thomas scenery.

Items from other collections include a footlocker and various uniform items and accoutrements. More information is available—contact John Carnes, Allen County Museum <acmuseum@worcnet.gen.oh.us>

TOLEDO

Ward M. Canaday Center, University of Toledo

EGBERT CAMP NO. 10 RECORDS—a small collection from a Spanish-American War veterans' group. This collection contains two linear feet and dates from 1901 to 1972.

Van Tassel is 1997 Merit Award recipient

SOA presented its Merit Award to **Dr. David Van Tassel** of the History Department, Case Western Reserve University, Cleveland. It was presented to Dr. Van Tassel as originator of History Day, now a nationwide phenomenon. At the meeting in Youngstown in September, John Grabowski, who has collaborated with Dr. Van Tassel on a number of projects and is also a member of the CWRU History Department, accepted the award for the winner, who was scheduled to teach a class in Civil War history at the same time as the meeting. (Incidentally, the class project is very archival—the use of primary sources on the Civil War at WRHS.)

Dr. Van Tassel will be retiring in May, 1998, after a career as a teacher since the 1950s at the University of Texas. He joined

the faculty at Western Reserve University in the early 1960s, before its union with Case Institute. Dr. Grabowski read Dr. Van Tassel's letter of acceptance, in which he observed that archivists make historians' work possible and recounted the thrill of going to the Houghton Library at Harvard to use source material for an early article.

Dr. Van Tassel described the reason that he came up with the idea for History Day—students in the 1970s were flocking to more “relevant” courses, neglecting their own history. After the originator and his colleagues tried out the idea successfully, first at CWRU, then statewide in Ohio, the annual celebration grew into a national program, with 500,000 students now participating.

SOA salutes Dr. Van Tassel for his important contribution to history education in the United States.

ERRATUM: JULIE OVERTON, 1939-1997

In the obituary notice on Julie Overton in our last issue, her birth date should have been listed as February 19, 1939. The Editor regrets the typographical error.

Job listings online

Albin Wagner on the Archives Listserv recommends as a good source for job listings the Humanities Network (H-Net) Job Guide. In addition to academic faculty positions, it always has a good list of current archives and special collections positions. It can now be searched by category, so try “Professional Non-Teaching Positions/Archives/Museums.” The Web site is at <<http://www.matrix.msu.edu/jobs>>. ARMA International also has a job hotline (updated weekly) at: <<http://www.arma.org/hq>>.



Cuban independence fighters, Guantanamo: “Col. Tounas and officers’ camp”

PHOTO COURTESY OF CLEVELAND CLINIC ARCHIVES

SOA ELECTIONS

Candidate statements—Spring 1998 election

PRESIDENT

What are your goals as President of SOA?

KENNETH GROSSI: *Assistant Archivist, Oberlin College. BA, University of Akron; MA, Case Western Reserve University; MLS, Kent State University. Member: SOA (Secretary-Treasurer, 1989-1995; Vice President, 1995-1997; President, 1997-present), Cleveland Area Roundtable (Planning Committee, 1997-present).*

As President of SOA, I would encourage members to consider service in the organization, either on Council or in committee work. I believe that the Society has provided many positive programs to both professional archivists and those interested in archival or related work. I have heard many good comments from people who have attended SOA meetings and workshops. Although we all have many responsibilities that sometimes do not permit service in a volunteer organization, I hope that you recognize that anything you can do to help the Society makes it easier for Council to provide quality programs to its members and individuals in related professions. In short, the most important thing that I can do as President is to continue to encourage support for the Society's programs and offer any assistance to help provide the best possible service to the membership.

VICE PRESIDENT

What archival issues and developments within the profession would you like to see addressed by the Society of Ohio Archivists?

DAWNE DEWEY: *Head, Special Collections and Archives, Wright State University, 1997- (staff archivist, WSU, 1989-present); adjunct faculty, WSU History Department. BA, history/anthropology, and MA, public history, both Wright State University. Member: SOA (Council, 1995-96; Vice President, 1997-present); Miami Valley Archives Roundtable (co-founder, first chairperson).*

Archivists today are faced with many new challenges in their quest to collect, preserve and make available the primary sources in their care. Electronic records management and preservation, copyright issues and the World Wide Web, and fund raising for collection building and special projects are just a few of the issues that demand our attention. We need more educational opportunities to learn how to deal with these challenges. SOA has always worked hard to develop conference programs that deal with new developments in the field, but I would encourage SOA to address the above issues in a more aggressive manner. Conference sessions should be developed into regional workshops to provide archivists around the state with more intensive training in these areas. The Society of Ohio Archivists should serve as the catalyst to bring together experts in the above fields to provide increased opportunities for training in new developments in the profession. SOA has sponsored an excellent series of archival workshops for laymen. It should also be the source for experienced archivists to receive advanced training to keep up with the demands of a changing profession.

DIANE MALLSTROM: *Kappa Kappa Gamma Fraternity Archivist/Curator. BA, Hanover College; MA, Wright State University; MLS, Kent State University. Member: SOA (Council, 1993-95; Nominating Chair, 1993; Secretary-Treasurer, 1995-97; Treasurer, 1997-98), SAA.*

There are several archival issues and developments that I would like to see SOA address. I will mention only two.

1. Cooperative access: With the advancements in technology, we need to develop a more cooperative environment in the archival field. Larger archives/libraries which have funds have websites and cooperative cataloging on OhioLink. I would like to see sessions/workshops that give smaller shops a chance to learn about the Internet and its access potential for their collections.

2. Fund raising: Who in the field wouldn't like to have more money for their collection development projects/upgrades? We need to develop our skills in fund raising and grant writing. As a society we need to assist our members in this area by offering educational programs and discussion sessions on successful grant proposals.

TREASURER

What skills can you bring to the office of the Treasurer?

VIRGINIA WELTON: *Consultant, Ohio University. BA, history, Ohio University; MA, public history, Wright State University. Member: SOA (Nominating, Education and Membership Committees); SAA, AASLH, MAC, OMA, Ohio Association of Historical Societies and Museums.*

In answer to the question of what skills I bring to the office of Treasurer of SOA, specifically, I bring dependability, enthusiasm and experience. I have been an active volunteer for 20 years total in several organizations and have served as the treasurer for my Ohio University Alumni Association chapter in Dayton. I also do statistical touch typing. In the last year I have also learned the American Sign Language alphabet. In SOA, I have served on the Nominating Committee, as a program moderator and as a session co-presenter. I have been an Archives 101 workshop instructor; I helped develop and currently am one of two instructors of the SOA Outreach Workshop. As regards dependability, I haven't missed a meeting of any of my volunteer commitments since 1981.

COUNCIL

As a Council member, what skills and experiences can you offer to the Society of Ohio Archivists?

CHARLIE ARP: *Assistant State Archivist, Ohio Historical Society. Degrees: BA, MA, History, Ohio University. Member: SOA, NAGARA (Electronic Records Committee), State of Ohio Internet Advisory Committee. Chair, SOA Local Arrangements Committee (1992, 1995, 1998); Co-Chair, Program Committee (1993, 1994); Chair, SOA Strategic Planning Retreat (1995); Co-Chair, Education Committee (1994-present).*

I bring a wealth of experience and skills to SOA. My experience in life and archives has been varied. Before becoming an archivist I drove

a truck, managed a store, and sold real estate. I have worked as a processing archivist, a reference archivist, a consulting archivist for corporations, as Head of Reference at OHS, and as Head of the State Archives. I have represented OHS to the Supreme Court of Ohio and before Senate committees. I am a good public speaker and I have written and presented five different workshops for SOA on various occasions. I have written grants that were funded, and some that were not. I have brought complex computer projects to successful completion and I have been a firm advocate of archivists' playing an active role in electronic records. I bring proven leadership skills learned in the military and the ability to work as a colleague on committees. I have proven that I can come up with ideas, and perhaps more importantly, follow them through to completion. Finally, I have proven that I care about what happens to SOA and that I will work hard for the organization.

JOHN BRANNICK: *Archival consultant teaching records management at Ohio Peace Officer Training Academy and consulting for Warren County Commissioners. Degrees: BA, MA (archives & museum management), Wright State University. Member: SOA, Miami Valley Archives Roundtable, American Association of Museums.*

I can offer SOA 14 years of experience as a student, working archivist, teacher, records manager, and consultant. As a student I learned the importance of continuing education in staying abreast of new developments in our field. As a working archivist I came to understand the need for cooperation between individuals and between institutions. As a teacher I have faced the challenge of explaining our profession and its methodology to those in other occupations. As a records manager I have developed an appreciation for new technologies which can simplify our work. As a consultant I have discovered that our knowledge and skills are appreciated by people in other fields if we are willing to reach out to them.

MARTIN HAUSERMAN: *Archivist, Cleveland City Council, 1985-. Degrees: BA, Lebanon Valley College; MSLS, Case Western Reserve University. Memberships: SOA (Council, 1992-93; NE Ohio Co-coordinator for Archives Week, 1997-98; Program Chair, Fall 1993), Cleveland Archival Roundtable, ARMA, MAC Local Arrangements Committee, 1992.*

I have served as a manuscript specialist for the Western Reserve Historical Society and later processed the Catholic Charities Corporation Papers at the Roman Catholic Diocesan Archives of Cleveland. I am presently responsible for the care of some 1,350,000 sheets of paper and over 700 bound volumes in the Archives of Cleveland City Council. Besides the legislative file, the Archives has acquired Building, Parks, and Law Department records. Most recently Leaseway-Penske donated microfiche and 16mm microfilm equipment, which make it possible to see 160 rolls of 16mm microfilm and cabinets of aperture cards. My duties revolve around research, whether it be historic or code-related. In getting the 400+ boxes of records ready for public use, I have become an unofficial expert on the 1500-page City Codified Ordinances as well as the City's history, 1836-1998.

The skills and experience of 20 years of work with and in archives, the last 13 years with the Cleveland City Council, are what I have to offer the Society of Ohio Archivists. Access, awareness, preservation, and service to the public record have been my major priorities since I started my present position. I have endeavored to publicize the rich heritage that exists in our repositories to people from a variety of communities—educational, geographical, political, professional, ra-

cial. If elected to SOA Council, I would continue to raise the awareness of archives through the work of our professional organization.

VIRGINIA WEYGANDT: *Curator of Collections, Clark County Historical Society, Springfield. Degrees: BA, Wittenberg University; MA, Wright State University. Member (partial list): SOA, Ohio Academy of History, Organization of American Historians, SAA, Miami Valley Archives Roundtable, Springfield and Clark County Bicentennial Committee, Volunteer Managers of Clark County.*

I have served as Curator of Collections for the Clark County Historical Society for the last nine years. The Society is a 100-year-old institution with an extensive collection—over 6000 linear feet of archival material and almost 150,000 artifacts. But like many museum institutions in Ohio, CCHS suffers from the chronic problem of limited staff and budget, and never enough time to do the many things we need to do, much less would like to do. I understand firsthand the pressures and frustrations of doing exhibits on a shoestring budget, of stretching preservation dollars to care for collections, of somehow marshalling, training and supervising enough volunteers, adults and students, to make every hour and every effort count. Because there were only one or two of us on staff for many years, I had to learn to handle both the objects and the archival material that were donated. Many of the policies and procedures we currently follow I crafted and put into place in response to everyday situations. I ventured into public speaking and teaching because there were only the two of us to explain or educate our interested and supportive public. In other words, it was those very frustrations and pressures which have given me the unique opportunity to learn, stretch, grow, experience, teach, and serve. What I have learned and experienced and struggled through I would be honored to share with my colleagues of the Society of Ohio Archivists. I would be pleased to serve on the Council of SOA. ■

Reviews and previews from the Miami Valley Archives Roundtable

Gillian Hill, chair of the Miami Valley Archives Roundtable (MVAR), reports that while several area archives had their own activities to celebrate Archives Week, there was not an official combined effort. The Greene County Archives and Records Center held an open house to celebrate the opening of its building. MVAR has regularly scheduled quarterly meetings in February, May, August, and November; there will be a May meeting, with plans not yet finalized at this writing.

On February 19, following a business meeting at the Air Force Museum, MVAR members had a very interesting tour of the Library of Congress Film Archives at Wright-Patterson Air Force Base.

The next event is actually sponsored by the Dayton and Columbus ARMA chapters, but MVAR members are invited to go along. This joint meeting is to be held April 14 at the historic Red Brick Tavern in Lafayette. Steve Haller, CRM, formerly Records and Information Manager of Montgomery County, is now Manager of Records and Archives for the Colonial Williamsburg Foundation in Virginia. He will give a talk on the records management program at Colonial Williamsburg. The meeting will begin at 5:30 PM, a buffet dinner will be served at 6:15, and Steve's talk will start at 7:30. The cost is \$20 for ARMA members and \$23 for guests. Call in reservations ASAP to Gillian Hill at 937/376-8651 or <gillhill@juno.com>.

SOA SESSION REPORTS

Spring Meeting • Ohio Historical Society, Columbus • April 17-18, 1997

THURSDAY, SEPTEMBER 25, 1997

Labor Records (Plenary session)

Peter Gottlieb, state archivist of Wisconsin and labor historian (State Historical Society of Wisconsin).

Dr. Gottlieb first gave a short account of the steel industry from the late 1970s to the present. In the Youngstown area, "Black Monday" was Sept. 17, 1977, almost exactly twenty years ago, when the Campbell plant of Youngstown Sheet and Tube was closed down. This began the end of an era which had started in 1803 when the first blast furnaces in the region were established. As the mills were closed down and razed in Youngstown, Pittsburgh, and neighboring areas, Gottlieb and other recent graduates were thinking about how to preserve their records. The history of workers, jobs, and work places had to be kept, and it was very difficult to preserve the atmosphere of a mill because it was on such a grand scale. The social currents had to be preserved, including things that had been forgotten or suppressed. In the late '70s, the United Mine Workers were in the forefront because of recent trouble in West Virginia coal mines.

Earlier efforts at saving the history of labor had been begun decades ago by the State Historical Society of Wisconsin, the University of Michigan, Cornell, and elsewhere. Scholarly labor history had become respectable, and the journal *Labor History* was started. The CIO was the main focus of the effort; in the 1930s, it had made unions and organizations exciting. People saw the unions as the best way to win recognition and rights and work for a higher standard of living. Laborers were not generally the older sections of society, but immigrants who were on the bottom rung of the ladder, and when the CIO came to Akron, Canton and Youngstown, workers were avid to join. As a matter of fact, mass picketing and sit-down strikes were invented in Akron.

When Dr. Gottlieb went to Penn State University, he began working with the United Mine Workers and the United Steelworkers. The UMW records remained in the union's custody; instead of welcoming a chance to have their records showcased and used, they were preoccupied with the contemporary problems of a shrinking work force and financial trouble. They were not interested in history, but were people of action more interested in getting new concessions from industry. They finally gave some records to the Archives, but only after our speaker had gone to Wisconsin.

The United Steelworkers had already placed some records at Penn State and gave more support to their preservation. This seed money was used to leverage NHPRC grants for further work. The union had an ambivalent attitude. It was hesitant to allow full public access to a wide variety of records. Instead of donating the entire set of board minutes, union officials gave only those from 1942-65, and of these, only the first ten years were to be open. Another problem was the casual attitude toward records management; records were kept in all sorts of untoward places.

Even when the reformers took over in the unions in the early 1970s, they did not change records practices. The papers ended up in locations bad for preservation; and due to a lack of planned giving, fights broke out between archives concerning which papers should go where. A jealous and protective attitude made them more willing to delegate one of their administrators to write the union's history rather

than hire a qualified historian. Union administration wanted the public to understand them, but did not trust archives. Unwarranted access was feared, as was the possibility of misrepresentation of the union. Organized labor has never been fully accepted into the American mainstream, even though it has been extremely patriotic in the nation's wars. Courts were seen as hostile, along with law enforcement, and academia has also never really been comfortable with the representatives of organized labor, although in more recent times some labor leaders have even been appointed to boards of trustees.

During a very interesting question and answer period, various questions were raised—the connection of organized crime with labor (not valid except in a very few large unions); the reasons for the public's distrust of unions (probably because of most citizens' rural origins and individualistic slant); the relation between organized labor and universities; how archives deal with unions when they are given records; the state of local union records at the grass roots level; and the fact that we are near the end point in collecting the papers of the major unions.

Archives in the Museum World

Jim Henke, Rock & Roll Hall of Fame; Joe Horrigan, National Football League Hall of Fame; John Smith, Andy Warhol Museum.

REPORTED BY KENNETH GROSSI

Joe Horrigan, Vice President for Communications and Exhibits for the Pro Football Hall of Fame, spoke about the museum/exhibits and Library Research Center operations at the NFL site in Canton. Mr. Horrigan, a 20-year employee of the Hall of Fame, stated that these divisions serve two purposes—individuals are honored and the history of football is told. The Hall opened in 1963, and in 1995 a 9.2 million-dollar wing was added. (Mr. Horrigan briefly explained the origins of pro football; the records indicate that the Allegheny Athletic Association was the first organization to pay players to play football, on November 12, 1892, so there exists some question as to whether or not Canton was the birthplace of professional football.) He explained that the Hall could not function without the financial support of the NFL, which also donates museum items and documents. Mr. Horrigan explained how exhibits are developed and that the process is a team effort. Access to the library/archives is by appointment only, and the use of some materials is governed by copyright held by the National Football League.

Jim Henke, chief curator of the Rock and Roll Hall of Fame, stated that the idea for a Hall of Fame began in the 1980s; initial plans called for a television program or awards banquet to honor rock and roll musicians. At the first induction ceremony in New York in 1986, Ohio Governor Richard Celeste and Cleveland Mayor George Voinovich asked the recording industry to consider Cleveland as the home for a museum to honor rock and roll musicians. Because of its enthusiasm and financial support, the city was named the site for the Hall of Fame. Ground breaking took place in 1993, and Dennis Berky was named the first director. His goals for the Hall included hiring a chief curator who had contacts with the musicians; these individuals would be asked to donate their collections and artifacts to

the Hall of Fame. Henke was selected as chief curator based on his background in journalism and his contacts in the recording industry. He said that rock and roll history is young, and the artists are still available to be interviewed and to donate collections.

Finally John Smith, archivist of the Andy Warhol Museum, gave a slide presentation on his facility. The presentation included photos of the artwork in the museum, the Warhol apartment containing his collection, and the library/archives, where scholars and the general public can research the collection. Mr. Smith explained that the museum was located in Pittsburgh because of Warhol's ties to the area, and that in New York City, it would have been "just another museum," without the prestige it has gained in its present location.

Northeastern Ohio Repositories

Nancy Birk, Kent State University; Randall Gooden, Youngstown Historical Center of Labor & Industry; H. William Lawson, Mahoning Valley Historical Society.

This session, included in order to highlight the repositories in northeast Ohio outside of Greater Cleveland, began with a description of the Kent State collections. The Department of Special Collections and Archives was founded in 1970 as two separate departments, the former because of the opening of a new building and the latter because of a need to house the records of the May 4 events on campus. While Special Collections has strong holdings in British literature, theater, film, crime, science fiction, and a Queen Marie of Romania collection, the Archives includes not only documentation of May 4 and the student movement, but the university archives and material on the city of Kent and Portage County. Personal papers include those of: Betsy Mix Coles (women's rights, abolition); Evangeline Davey Smith (Davey Tree Co., Ohio governor's family); Dagmar Celeste (Ohio first lady); Vincent Dowling (actor; papers not yet on site); and Albert Borowitz (crime materials). Other collections include the Great Lakes Theater Festival, papers on educational reform, and labor unions. The Catholic Diocese of Youngstown has designated the archives as its official repository, making this the first public institution with such designation for a Catholic diocese.

Kent's labor collections are extensive and began in the mid-1970s with the acquisition of a pottery workers' collection documenting labor struggles in the early 20th century. Other labor collections deal with electric, radio, and machine workers as well as street and motorway groups. Since the opening of the Youngstown Center, collecting policies have been adjusted to focus on labor parties associated with unions and their history. Union records themselves will be collected by Youngstown in a cooperative venture. Labor history papers include those of Jean Tussey, a founder of the Labor History Society, Mark Weber, former President of the same society, and Staunton Lind, a Youngstown labor historian.

Randall Gooden outlined the collections of the Youngstown Center for Labor & Industry, which opened in 1994. The focus of collections includes industry, labor, urban and ethnic history; the Center is also a member of the Ohio Network of American History Centers and is responsible for counties along the eastern line of the state. There are also a handful of State records of varied entities: the Ohio Boxing Commission, the Ohio EPA, Woodside State Hospital, and the Ohio Department of Health (death certificates on microfilm). The primary focus, however, is on industry and labor, with a vast photo collection starting in the 19th century and including photos from the world wars and the labor riots of 1916, and strikes in 1919, 1937 and other times. Written records include memoirs, large

numbers of blueprints and drawings, scrapbooks from company administrations, and videotaped oral history collections. The collections present a complete account of the closing down of the steel industry and its effects.

The Mahoning Valley Historical Society was founded in 1875 in Youngstown and was officially incorporated in 1909. It was housed in the public library until Olive Arms left her family's mansion on Wick Avenue to the Society. The Arms Family Museum opened in 1964 with the stipulation that the first floor was to remain as when she lived there, but the basement and upper floors were to be a local history museum. Besides the archival and on-site museum collections, the Society has programs in publishing, traveling exhibits, architectural preservation, genealogy, and features such as History Day for young people.

A very large genealogical collection built and maintained with the help of the Mahoning County chapter of OGS is joined by holdings on churches and health care organizations such as St. Elizabeth's Hospital and the Youngstown Hospital Association (now Western Reserve Health Care). A considerable number of local government records are housed at MVHS, in cooperation with the Youngstown Center (OHS); the Mill Creek Metropolitan Park District records are one group. The Society is particularly rich in documenting the management end of its industry; many businessmen, often Society trustees, left their papers to MVHS, along with huge numbers of photographic records. Among them were James L. Wick, owner of a bronze company, William F. Kirwin, the last Youngstown superintendent for U.S. Steel, and B.F. Wirt, a gentleman traveler. There are also collections from smaller businesses and labor figures such as Michael McGovern, the "puddler poet," and David Hauck, who along with Kirwin supported the movement to reopen steel plants in the area in the late 1970s and the 1980s. Other industries represented besides steel are lumbering, limestone, and coal mining.

Take a Peek at Encoded Archival Description (EAD)

Summary by Laurie Gemmill, Youngstown Historical Center for Labor & Industry; moderator, Charles Arp, Ohio Historical Society.

To start the discussion, the moderator gave a short introduction to this new method of making archival description more responsive to archivists' needs. EAD (as well as its foundation system, SGML) is now capturing the attention of forward-looking archivists the way SPINDEX, MARC AMC, and digitization have in the past—the SAA workshop on EAD was filled up two months before its scheduled date. In EAD, instead of tagging the layout of text as in SGML, the content is tagged. It was designed by archivists for archivists, instead of being an adaptation of something designed for other disciplines. It is a dynamic, not a passive, method. Laurie Gemmill gave a summary of her experience with EAD. Words that can be tagged include headings, document creators, events, geographic names, corporate names, and dates. EAD can reflect hierarchical organization. There are two ways to view SGML: 1) Software (Panorama or more satisfactory specifically-designed packages) to translate it into something looking like HTML; or 2) leaving it as SGML and having a viewer so users can see the finding aids. A template for archivists encoding SGML/EAD is not really possible, since the finding aids they are working on are not uniform enough. Links can be made to images, as in HTML.

The group discussed their concerns. The finding aids being encoded in SGML are already in digital form. For hard-copy items, scanning is a possibility, but a lot of manual keying in would still be necessary. The labor-intensive aspect will necessitate careful deci-

sions on which finding aids should be treated. The big advantage of the new system is that once they are in SGML, they would never have to be retyped; it is designed to migrate easily to newer media. No controlled vocabulary has been developed yet, although with EAD/SGML, one can search for the coding tags themselves. One concern was whether this would replace MARC and relational databases, or if they would be concurrent. The question of user acceptance and user needs has not been addressed yet. Some people were concerned that with archival automation to date, there are no reliable statistics to show that we are not simply providing entertainment for people surfing the net. The point was made that archivists have to respond to this or be left behind. One place which has implemented EAD is the Heinz collection in Pittsburgh. Funding was made available by the creator; the Berkeley Project was the beginning of this technology, but now the Federal government is taking on responsibility. The security of this funding was questioned.

Not only are budgets cut, but if someone gets a grant for a project, it will be necessary to pull personnel off whatever other tasks are being done to produce results to satisfy terms of the grant. The overall reaction was that, since this is still in beta testing, it could change a lot; it requires a huge amount of funds and time. Archivists were looking for concrete information about results.

Preservation Focus on pH

Ann Olszewski and Elizabeth Bardossy, Cleveland Public Library; Theresa Nawalaniec, NASA Lewis Research Center; Jim Burd, Preservation Technology, Inc.

REPORTED BY JEFFREY ZDANOWICZ

On the critical issue of the preservation of paper-based formats, four experts shared their knowledge and insight on the problems associated with preserving information on acidic paper. They outlined some of the techniques and treatments for stabilizing fragile paper materials. Ann Olszewski and Elizabeth Bardossy of the Cleveland Public Library's Preservation Department described the primary deacidification process they use to make their institution's paper-based materials more usable. The chemical process they use raises a document's pH level, neutralizing the acid in the paper. They commented that there is no "one size fits all" solution to the problem of acidity, and therefore it is best to consult with a paper conservator when making any preservation decisions.

Theresa Nawalaniec presented her findings on the aging of archival storage boxes as related to pH levels. Her purpose was to find out how much the pH levels of archival boxes decreased over time. A group of Hollinger boxes from the Kent State University Archives was used for this case study. In analyzing the data, it was found that even in just a period of ten years, the pH levels in the Hollinger boxes decreased significantly. The study conclusively proved that acid migration inside our archival storage boxes is a force to be reckoned with in the coming years.

Jim Burd explained the enormity of the preservation problem for paper and outlined a new and less expensive process by which to deacidify a mass quantity of documents. "The bookkeeper process," as it is known, dramatically slows down the rate of acidification, as well as helping to retain the tensile strength of treated documents. This process essentially puts magnesium oxide (reserve alkaline) into the paper, thus adding many years to the life of a group of documents. The approximate cost of this treatment averages between 15 and 20 cents per sheet. Nevertheless, Burke added that with all of the new preservation technology available, it is important for archivists to choose carefully the right kind of preservation treatment for their documents.

FRIDAY, SEPTEMBER 26, 1997

Andy Warhol Papers (plenary session)

John Smith, Andy Warhol Museum, Pittsburgh.

Andy Warhola was born in Pittsburgh in 1928, one of 14 children in a family of immigrants from eastern Europe. Surprisingly for his social background, his early artistic talent was encouraged, and the family savings were depleted to enable him to study at Carnegie Tech. Upon graduation, he went to New York and stayed there for the next four decades. After entering the art world, he dropped the "a" from his surname and did everything he could to "lose" his origins. He had a tremendously lucrative career as a commercial artist in the 1950s; few people realize that he revolutionized advertising art at that time. In the 1960s he began to use the media to create an aura of celebrity and originality and an avant-garde public persona, becoming a public sensation for a number of years. He died in 1987 after a routine gallbladder operation.

Warhol's will dictated that his considerable fortune be used to provide grants for young artists. After a series of lengthy legal challenges to the will, the Andy Warhol Foundation for the Visual Arts was established. Its trustees looked for an appropriate museum to house his collection, but at the time, the project was too large for even the big modern art museums in New York. The trustees eventually found a backer in Sen. John Heinz of Pittsburgh. He sold legislators in Harrisburg on the idea that it would be a tourist attraction and raised a great deal of money to acquire the present building, an eight-floor turn-of-the-century business block on Pittsburgh's North Side. The promises held good, and since its opening in 1994, the museum has indeed served as a magnet in an extensive renovation of this originally seedy neighborhood.

Smith took the audience on a visual tour through the museum, starting at the front door and explaining the art collection, going through the different floors with a slide show until the eighth-floor archival collections were reached. Warhol had a lifelong penchant for going to flea markets and buying all sorts of things that captured his eye for even a moment. His 27-room Manhattan town house was chock-full of everything from old shopping bags to Empire sofas. Even after Sotheby's held a legendary series of auctions in the spring of 1988, there were over 8000 cubic feet of items. The Archives mascot is a stuffed Great Dane formerly owned by Cecil B. DeMille. It was supposed to scare people, since Warhol didn't have time for a real dog. In 1974 he began making a series of boxes which now constitute the major portion of his archives. Acquisitions, grocery lists, bills, and any kind of ephemera were thrown into a box he kept next to his desk. When it was full, he sealed it and sent it to storage and a new box replaced it. He soon began calling these "time capsules."

The task of the archivists is now to open these and take care of the contents. It is "both an archivist's dream and an archivist's nightmare." In about four years, over 100 boxes (out of about 610) have been opened. In typically Warholian fashion, there is a blur between what is art and what is archives. It is hard to separate things—many things which were not considered art when he threw them in the box in the '70s are now works of art. An example is strips of photo-booth photos. Once such a photo of Warhol was considered a rarity, but now there are heaps of them. Dealers do not want the quantity publicized because it would wreck the market. Works by Marcel Duchamp in miniature were found arranged in a small box, which itself is a work of art. One can expect to find anything—a mummified foot, Clark Gable's shoes, a packet of something from a plane flight. Financial papers which have turned up have cast new light on the complexities of his business practices (Warhol was a shrewd businessman). Scripts for new films have been found.

Two archivists and several interns and volunteers work in the archives. Administratively, the museum falls under the Carnegie Institute, but there are several endowment funds, and money has been raised separately for a lecture series. A records management system is in place and the archivists have a very tight documentation of events, especially the opening of boxes.

Copyright and Its Application

Julia Gammon, University of Akron; Craig Miller, attorney, Oldham, Oldham & Wilson, Akron.

Mr. Miller came to his present career (patent law) from engineering and had to rid himself of the "right or wrong" dichotomy. In law, everything is in a gray area. He spoke about the copyright of intellectual property. The first copyright was for a textbook, in 1790. The Constitution protects "creative work" but does not control how the work is used once it is sold. What is not permissible is photocopying the whole thing or large portions. Things that can be copyrighted include: 1) *original works*—printed things (book, magazine, newspaper, any literary work); music (words, tune, performance); dramatic work (play, opera, pantomime); visual works (pictorial work, sculpture, film, audiovisual representations of people reading their works); architecture (especially commercial buildings). Also copyrightable are 2) *derivative works*—making a movie or audiotape from a book, putting something in a different form; and 3) *compilations*—for example, your 20 favorite short stories. In this case, your original work consists of your selection and organization. A professional photo is like this—the object photographed is not capable of copyright (your face), but the photographer's organization (lighting, angle) is copyrightable.

From a legal point of view, plagiarism is all right if the object is not capable of copyright (*viz.*, anything from the Federal government). Nobody can keep people from copying the text of a patent. Anything else can be copyrighted. To minimize the risk of infringement in copying something, always give an attribution for information that you use. Another safeguard is to ask for permission in writing, even if you think you are within bounds. The concept of *fair use* needs to be weighed using these criteria: 1) commercial or for-profit use *v.* educational/research/academic use; 2) percentage of the work to be copied (the smaller the amount, the less likely to be an infringement); 3) the effect on the value of the original copyrighted work. Diluting the price of someone's work or directly causing loss of sales is illegal.

Miller then discussed how to copyright something. Since the U.S. signed the Bern Convention in 1989, everything is copyrighted unless it has specifically been given to the public domain or to government work. The small "c" in a circle only alerts people to, but is not necessary for, copyright. The "c" with the owner's name and year is the official copyright mark, and valuable rights can be registered, of course, with the Copyright Office.

Julia Gammon is more concerned with the use of copyrighted material in an academic setting. She has been working both in the acquisitions department of a library and as the marketing manager for a university press. Her interest is in the area of licensing agreements and contracts, many of which are for software. In negotiating these agreements, the purchaser needs to be proactive. You as the negotiator need to explain to the vendor the reporting relationship in the institution; who the "customers" are (students in the library, faculty, etc.); the relation between your institution and its legal counsel, etc. Most importantly, you need to interpret the application of the contract to your institution and to give them feedback on what this contract means in your particular situation.

The procedure for reviewing documents needs to be followed by your legal counsel, your systems people, and people who are assisting the "customers" to use the products. If a certain piece of software is

going to be used simultaneously by a number of people instead of by one person, this will have to be spelled out. Negotiations are always possible—these agreements are never cut and dried. Ms. Gammon has had experience in coming up with creative ways to deal with the differences that arise between vendors and the institution.

A very interesting question and answer session followed, with some important points coming out. In the case of something that you are not sure is copyrighted, if the use will be minimal and local, even a copyright owner would probably not be upset; but a Copyright Clearance Center has been set up which is supposed to take care of these matters. As a result, the authorities are being stricter now about the rules than before. Among other information, it was stated that copyright resides in the creator or author, except in cases where the product was "work for hire" and this was stated in writing *before* the work was done. The commissioning organization may not have the right to make copies, even though it owns the original. Someone asked if she had copyright on her email messages. One requirement for copyright is that the object has to exist in a "tangible medium," so if the message was printed out, it would be copyrighted by the originator. A caveat at the bottom of the message will usually absolve you from infringement. An email message with something from someone else as an attachment, of course, compounds the problem. As a practical matter, however, there isn't much a creator can do once the email message has left his/her machine. One gets into hairsplitting when there are combinations of ownership—a letter on company letterhead or a video taken on somebody else's property. The only way to solve some of these problems is to ask a *bona fide* copyright lawyer. They are found in New York and Los Angeles, although one female of the species practices in Cleveland in the area of entertainment copyright matters.

Archivists and Local Government Records in Ohio

Lisa Wu Fate, Assistant Attorney General for Public Records, Ohio; Thomas A. Burke, Local Government Records Administration, Ohio Historical Society.

REPORTED BY JENNIFER KANE

Ms. Wu Fate, who works under the Press section of the Attorney General's office, focused her portion of this session on the rights, responsibilities, and liabilities facing archivists under the Public Records Act. She began by defining the term "public record" as any fixed medium created, received or sent under the jurisdiction of a public office that documents the official activities of that public office. The public office is a unit created by state law. A discussion of appropriate fees for service followed. The public office is a unit created by state law. A discussion of appropriate fees for service followed. The public office will not face penalties if it cannot supply the records, but will have to provide a reason and may have to pay attorney's fees if the patron presses charges.

There are twelve express exceptions and one "catchall" exception to public disclosure under the Public Records Act. Ms. Wu Fate distributed a handout that listed and explained these exceptions, which include medical records, trial preparation records, confidential law enforcement investigatory records, as well as adoption records, DNA records and certain Ohio Civil Rights Commission records. The "catchall" exception provides that those records which must not be disclosed under other provisions of Ohio or federal law are not subject to public disclosure. Ms. Wu Fate concluded by cautioning archivists to err on the side of public disclosure. If a record does not clearly fit into one of the exceptions, the record should be disclosed.

Thomas Burke concentrated on the process of completing and submitting record retention and record disposal schedules. He discussed procedures followed by the state and provided examples of various record retention situations he has been faced with.

ARCHIVES LISTSERV SAMPLER

JULY THROUGH DECEMBER, 1997

The reviewers go through the messages on the listserv and try to pick out those which have some relevance to people not on the list. Those quoted below are only a few of the responses, but they are the ones the reviewers felt had the most useful information for SOA members.

A simple question but nonetheless one with many varied answers:

HOW MUCH TO PHOTOCOPY?

"Photocopying is a service and not a right, hence Special Collections staff have the right to deny photocopying requests. Requests may be turned down due to (1) fragility of originals or harm from copying; (2) copyright; (3) privacy, or restrictions placed by donor; and (4) custodianship issues."

—Dean DeBolt

"The need to make materials available to researchers supersedes the desire to claim ownership of a collection. The primary function of an archives is to preserve, organize, and make available materials for researchers. To treat collections as possessions not to be shared seems to contradict this."

—Andrew Richmond

"Many of our walk-ins don't know how to handle materials properly, so we must observe them when they make copies. I realize archives must make their collections as accessible as possible, so I argue against large copy orders on the grounds of staff time and preservation of the collection."

—Casey Edward Greene

"Particularly in small archives (or for that matter, large ones that are understaffed), the researcher's huge copy request must be balanced with the practicality of abandoning every other project for that one person when the material is already available to the researcher."

—Angela Curran

"Letting people know about its existence (through web or published guides), allowing them to visit and research the materials at your institution, and some willingness to do limited remote reference (photocopying a letter or answering a basic query) seems like a very reasonable amount of availability to me. The researcher needs to be reasonable about what services are possible in most archives."

—Gwen Gosney Erickson

ADVANTAGES OF USING LIBRARY OF CONGRESS CLASSIFICATION VERSUS DEWEY DECIMAL IN SPECIAL COLLECTIONS

"In special collections—or indeed, in any closed stack system—it does not make one smidgen of difference which system you use. The only important consideration is whether the authorized library or archives staff can retrieve the requested items quickly for patrons."

—Eric v. d. Luft

"Dewey becomes a problem in specialized situations because the call numbers specialize in their extensions. These numbers are difficult to work with in terms of spine labels (or typing call slips). LC splits the number up and is longer but the extensions are easier to remember."

—Dean DeBolt

"Shelving items and filing cards (if you're still doing that) are somewhat easier with LC. If you're doing human input of call nos. as opposed to scanning bar codes, transposition of numbers is still a problem and far more likely to happen with DDC than LC. On the other hand, most people are somewhat familiar with DDC from school and public library use and generally only run into LC when they start using a college or university library."

—Judy Turner

"Call numbers in a closed collection (i.e. one not accessible for public browsing) are almost superfluous. Using either classification system will waste considerable shelf space, since you must allow for growth in all classification areas. Shelving by simple control number (say accession number) maximizes space, and unless your collections is very large retrieval is only slightly less convenient. In addition, the savings in time and money realized by not having to classify these books is considerable."

—Bill Richards

HOW DO ARCHIVES DEAL WITH DECEASED ALUMNI FILES FROM DEVELOPMENT?

"We file all personal files simply by last name. If one overgrows a file, then they move onto a box in the 'oversized' section, again alphabetically arranged. We simply rehouse the files (acid free paper/files/etc.) and either add them to their existing archives folders, or create a new one."

—Andrew Richmond

"These records do get considerable use and we are slowly moving the files out of the cabinets, replacing folders, photocopying the clippings and creating a database—but keeping them can be an expensive proposition in time and supplies. If you don't get many alumni offspring/family historians, you may want to only save the famous ones."

—Jan Blodgett

"I suggest that you do a little sampling to see if the information in those files is worthwhile and not duplicated in already existing files. We find that these files are very handy in dealing with the general run of questions that we get in a medium-sized state university archives. Genealogists? Sure, but also questions from students, faculty, and especially administrators."

—Gerald Peterson

"If you maintain the files as a records series—e.g. 'Records of the Alumni Assn./ Development Office: Deceased Alumni Files' and keep them in their current arrangement, you will likely find them easier to access. Arrangement of alumni files by year can also be helpful when it comes to working on questions revolving around dates of graduation (university anniversaries, reunions, fund-raising drives, etc.) or 'generational' issues (e.g. studies of graduates who were baby boomers; the Lost Generation; etc.) to name a few."

—Teresa Taylor

PROS AND CONS OF BAR CODING SPECIAL COLLECTIONS AND ARCHIVES

"The only other possible use for bar codes I can see would be for collection management purposes (inventory, shelf location info, etc.) The key consideration is that a bar code just gives you a quick and accurate (assuming your labels and scanning equipment are good) way to get to the other information about the material that you have entered in a database—the bar code value is just an 'access point' for what you really want to know about the material described in the rest of the record."

—Allen Fisher

"'Check out' (or 'circulate') could mean to remove from the closed stacks and bring to a patron for use only in the research room. Using a bar coding to track the removal of the 'circulated' object (box, folder, item, etc.) from the stacks, to link the object to the patron, to record the fact that the object was returned to the stack, and to report exceptions."

—Max Evans

"Records Manager Viewpoint: Bar code people's workstations, office, their badge. With portable wand, scan folder (book, object, etc.) then location (office). Now you know what they have, when they got it, when they sent it back, etc. With portable wand do a 'sweep' or audit of offices to see who has what. Could also record file transfers on the fly. When sending records off to that purgatory known as a Records Center, swipe folders to build a box list, then bar code the box."

—Gerry Hegel

"A major way bar codes are being used in the ACU Special Collection is to indicate the placement of the items after the cataloging record has been added to our online DRA system. If the item is not bar coded and the cataloging record has been placed online, the record appears online without a clue about where in the ALCON, a consortium of 4 academic libraries and 1 public library, this material might be."

—Erma Loveland

"Our book flags ('acid-free strips') stick up out of the piece and have the call number of the item (including serial titles where each volume is bar coded) typed at the top of the flag. Inside the piece is a special bookplate with the call number typed on it; if an item is paged to a user, we remove the flag and retain it at the desk. That flag tells us the piece is off the shelf; when it is returned for shelving we match the call number on the flag to that on the bookplate. The bar code on the flag can be matched to the piece further, because that bar code number is lightly pencilled into the book near the spine at the verso of the t.p. Once in a great while, the flag somehow disappears; so we type a duplicate flag and pencil the notation 'dup.' at the foot of the flag. If the bar coded flag comes to the surface, we know that the flag present in the item is a duplicate replacement for the original, and we can discard it."

—Nick Wyman

WHAT IS YOUR LOAN POLICY FOR MICROFILM?

"A patron can conduct their research either through the mail, fax, email or in person. We are open six days a week to the general public. But we are not going to send them a rare 300 year old atlas because they want to look at it."

—Heather Friedle

"Microfilm extends the use value of the material outside the institutional boundaries without risking the original, and the infrastructure and philosophy of interlibrary loans systems exists to support the targeted circulation of material between institutions and hence researchers. If there are copyright concerns then restrictions can be

requested such as supervised use of the material in the institution."

—Joanna Sassoon

"Long-distance researchers are always disadvantaged with regard to rare and unique materials. Microfilm cannot rectify this disadvantage unless we have a lot more funding to microfilm and make extra copies than is available to most institutions."

—Nancy Hadley

"Our ILL policy is also very simple. We do not participate in it because we are a research institution, and not a lending library. None of our materials circulate, not even within the city. If we lent out our rare items—books, periodicals, government records and private papers—then we would be doing a disservice to our patrons who take the time to come to our facility."

—Pamela Witte

"We don't loan microfilm, as a rule because we want our researchers to use the film instead of the fragile originals for most use. If we mail out our use copy of the film, we then have to choose how to handle the request to use those materials on site. Do we: A) Allow the researcher to use the master negative? First we have to get it from off-site, then the researcher uses it, placing inevitable wear and finger oils on it. Not good for long-term preservation. B) Allow the researcher to use the original documents? Faster than getting the negative from off-site, but still bad for preservation. C) Ask the researcher to come back later when the microfilm returns from inter-library loan? Not good for patron satisfaction."

—Charlie Mutschler

SOME EXAMPLES OF COMMERCIAL USE FEES FOR PHOTOS AND SIMILAR MATERIALS.

The names of the archives are identified below followed by their policies.

Panhandle-Plains Historical Museum—General commercial use: \$100 use fee + reproduction and negative fees for those that do not have one. (negotiable to as low as \$35 for those publishing companies that cannot afford \$100. We also charge a \$15 scholarly use fee should it be for a textbook or university use.) Minimum charge of \$5.00 for photocopies. After 20 copies 25 cents each. (15 cents per page for patrons who come in). For long research requests, we charge \$5.00 per half hour.

Southern Methodist University—\$100/image base rate; \$50/image for educational productions/organizations with limited funds

City of Hollywood, Fla.—B&W photo: \$4-15; Color photo: \$.35-12; Blueprints: up to \$25; Laser copies \$2.40

National Film and Sound Archive, Canberra, Australia—Aus. \$20 for 6x8 B&W print

Wright State University—\$100 for first image, \$50 for each succeeding image. Motion footage is about double that. Nonprofits and students are virtually never charged a use fee.

The State Historical Society of Iowa—uses a sliding scale for commercial use fees, based on volume. The current scale is: 1-10 photos...\$25.00; 11-20...\$20.00; 21-40...\$15.00; 41-60...\$10.00; over 60...\$5.00



SHOULD THERE BE A MINIMUM AGE FOR AN ARCHIVES READING ROOM?

"Frankly, under supervised conditions I see no reason why children should be excluded from our repositories. We encourage young researchers to come and use our collections and have had very good results. Children don't require the heavy-duty reference that adults often require and often the 'wow' factor of an original document is extraordinary—and has an extraordinary impact."

—Larry J. Wagenaar

"Allowing supervised youths access to archive collections does many things. Aside from exciting them about the original documents themselves, it also can be used to teach them the value of primary research (which is sadly undertaught at the high school and college level). And finally, by showing younger people how archives work and how archives research is properly conducted, it will make them better patrons as they get older."

—Andrew Richmond

"We have no age restrictions whatever. We do of course not allow persons to use our materials who we feel would be a danger to them. We do not feel that we need a universal age restriction. Even if the person were incapable of acting carefully, I would do my best to show them what they needed either as copies, or as originals which I handled for them."

—Richard Wandel

"Maybe set a minimum age & then add 'except with special permission'."

—Kaye Lanning Minchew

"Our only official requirement was that any researcher be capable of complying with our reading room rules for handling materials carefully."

—Randall Jimerson

Shari Christy
National Aviation Hall
of Fame, Dayton



NEWS NOTES

The Third Biennial Scholars' Conference on American Jewish history, sponsored by the Jacob Rader Marcus Center of the **American Jewish Archives** and the Academic Council of the American Jewish Historical Society, will be held in Cincinnati at the Hebrew Union College-Jewish Institute of Religion on June 10-12, 1998. To mark the fiftieth anniversary of the American Jewish Archives and to honor the legacy of Jacob Rader Marcus, this conference will explore (among other topics): new paradigms in American Jewish history; the comparative Jewish experience in the Western Hemisphere; emerging work on gender, race, multiculturalism, and ethnicity; the preservation of Jewish space, documents, and artifacts in archives, museums; and the construction of American Jewish historical culture. Contact Dorothy Smith at <dorsmith@fuse.net>.

At the **Ohio University Department of Archives & Special Collections**, Bill Klimok is continuing as a project archivist working on oral histories of the University's former presidents. The department will commence shortly on a project to reformat the E.W. Scripps Papers in conjunction with the Libraries' Preservation Department. The project is made possible by gifts from members of the Scripps family.

Recent accessions at the **Mahoning Valley Historical Society** include papers from the American Association of University Women, Youngstown Branch, and a collection of materials from the Lutheran Women's League of Youngstown and Vicinity. MVHS recently received a gift of bound copies of the *Youngstown Yield* (March, 1968-December, 1972) and the *Youngstown Sheet & Tube Bulletin* (August, 1921-Fall, 1970). The latter include both Youngstown and Chicago editions from May, 1937 through December, 1967. Thirty-eight of the 46 volumes had been retained at the Youngstown Sheet & Tube offices in Youngstown. A related collection includes bound documents and other items relating to this company's merger with the Lykes Corporation in 1969 and the subsequent Lykes-Youngstown Corporation merger with the LTV Corporation in 1978.

MVHS is pleased to announce that its History Holiday Adventures programs continue to create enthusiasm for its patrons. The series is funded in part by the International Institute Foundation of Youngstown and is geared for fourth, fifth, and sixth graders. Using stories, artifacts, crafts, food,

and games, this series treats a variety of themes. Monthly programs starting in November focused on the immigrant experience, how the holidays are celebrated in different cultures, ethnic, and religious groups, and the northeastern woodland Indians. Upcoming Holiday Adventures include: "Architecture: What's Your Style?" (April 13); and "Rights, Freedoms, and Responsibilities" (June 29). The spring bus trip (Sat., May 9) will highlight the first and third of the Harmonists' communities in western Pennsylvania. For more information about holdings and programs, contact: Mahoning Valley Historical Society, 648 Wick Ave., Youngstown, OH 44502 (Tel: 330/743-2589; fax: 330/743-7210).

Virginia Krumholz of the **Cleveland Museum of Natural History** (author of the feature article on Italy in this issue of OA) will present a talk in the Museum's Rare Books Room on May 6 entitled "Intellectual Capital: What Is It and How Can It Pay Off for the Information Program you Manage?" Putting a value on intellectual content is very important in this era of quantification when our "output" is so poorly understood, and particularly so since traditional accounting systems do not work in an intellectual institution; the topic is thus especially *à propos* for archivists. The talk is part of the ARMA International Cleveland Chapter's monthly program. There will be a social hour at 5:00 PM, a dinner starting at 5:45, and the pro-

News from the Ohio Historical Society

Over the past several months, the Archives/Library Division of the **Ohio Historical Society** made significant progress in areas referred to in previous issues of the *Ohio Archivist*.

Staff of the division concluded work on the optical character recognition scanning of Ohio death record indexes formerly held by the Division of Vital Statistics, with indexes for the years 1913 through 1927 and 1933 through 1937 now available on the website of the Ohio Historical Society at <www.ohiohistory.org>.

Staff also completed the scanning of upwards of 1500 pages of source documents fundamental to the study of early Ohio history, with the full text of these materials also made available on the World Wide Web. Together with other records, the corpus includes the Ordinance of 1787, the Executive Journal of the Northwest Territory, the Ohio Constitution of 1802, and a transcription of official correspondence between the War Department and William Henry Harrison relative to the prosecution of the War of 1812 in the Old Northwest.

In like manner, some 10,000 pages of other documents, finding aids, and research materials were mounted on the website of the Ohio Historical Society, including a resource database for teachers, abstracts of select Civil War records of the Ohio Adjutant General, the National Register of Historic Places in Ohio, a directory of historical organizations in the state, and a guide to Civil War sources held by the Society, as well as an index to newspapers

available on microform at the Ohio Historical Center.

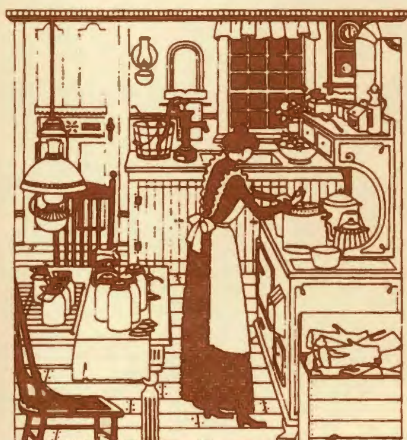
Recent accessions of the **State Archives of Ohio** include payroll and disbursement records (1914-1931) of the Auditor of State; reports, correspondence, and policy statements (1962-1997) of the Student Aid Commission; highway photographs (ca. 1930s-1950s) of the Department of Transportation; minutes, correspondence, and policy statements (ca. 1970-1996) of the State and Local Government Commission; executive correspondence files (1986-1991) of the Department of Commerce; admission, discharge, and death registers (1915-1990) of Lima State Hospital; minutes (1987-1991) of the State Employment Relations Board; minutes and related records (1988-1997) of the Controlling Board; case files (1987-1990) of the Attorney General; contracts and program files (1989-1992) of the Office of Budget and Management; and Kent State University investigative files (1970) of the Department of Public Safety.

James Orbin took up the duties of systems manager in the Archives/Library Division of the Ohio Historical Society on August 11. A graduate of the University of Pittsburgh, where he received a master's degree in library science, Orbin most recently served as a systems analyst for the Allegheny County Office of Records Administration.

Reported by Stephen Gutgesell

gram, from 6:30 to 7:15. Please call 361-3733 x134 (an answering machine) for reservations; the cost for dinner is \$10 (there may be a parking fee of \$2 to \$3).

The **Rutherford B. Hayes Presidential Center** and **Bowling Green State University** received an \$80,865 grant from the U.S. Department of Education. The funds will support the conversion of the Center's card catalog to machine-readable format and make the records accessible through OhioLink, the statewide network of academic library catalogs. Of the approximately 55,000 records, roughly 15 per cent represent unique items not available in other U.S. libraries.



Recent manuscript accessions include the records of the Sandusky and Seneca County Federation of Farm Women's Clubs (1925-1982); *My Heart Goes Home*, the memoir of Thomas S. Lossing, son of Benson Lossing (ca. 1939-1940); Native American research records of Kenneth Smith, focusing on the Wyandot and Huron tribes from 1650 to 1920 (microfilm); and a Haverly's Minstrels broadside (1870).

The exhibit "White House China" will open May 23 at the Center and continue through January 1999. It will feature examples of the state dinner services of every U.S. president. Entertaining, an essential element of the social and political history of the White House, was an important duty of the president and first lady. Presidential glassware, menus, and state dinner invitations will also be used to document the historical and social activities at the White House during the course of nearly two centuries. For further information, contact the Center at 800/998-7737.

The theme of the annual Local History Conference sponsored by the Center for Archival Collections at **Bowling Green State University** will be the War of 1812. The conference will be held at the Holiday Inn French Quarter in Perrysburg on April 2, 1998. Contact Susan Frost at 419/372-2411.

Recent Civil War acquisitions at the Center include Captain Warren Russell's papers and field desk, and Captain Francis Stewart's papers. Capt. Russell served as the Assistant Quartermaster for the 2d Brigade, First Division, 11th Army Corps. Capt. Stewart served in the 49th Ohio Volunteer Infantry.

Fulbright Scholar Gabriel Matelo of Argentina spent three months at the Center studying Ray Bradbury's "Martian Chronicles," from the William F. Nolan Ray Bradbury Collection.

Laura Micham is the new manuscripts librarian at the Ward M. Canaday Center for Special Collections at the **University of Toledo**. She is a recent graduate of the University of North Carolina and has had experience in the Special Collections Department and the Women's Studies Archives at Duke University, as well as in the Southern Historical Collection there.

The University of Toledo completed the celebration of its 125th anniversary in 1997. A limited number of copies of the commemorative book, *The Tower's Lengthening Shadow: 125 Years of the University of Toledo* by Barbara Floyd, University Archivist, are available free of charge from the UT Archives.

The **Ohio Genealogical Society** has moved its headquarters to a new building and announces its new address: 713 South Main St., Mansfield, OH 44907-1644. Contact numbers have changed to the following: telephone: 419/756-7294; fax: 419/756-8681; web site: <<http://www.ogs.org>>

SOA member Carol Krumm, Curator of the **Hanby House** in Columbus, passed away in September, 1997. We extend our sympathy to her family and friends.

At the **Ohio State University Archives**, Julie Klema has become the assistant archivist, replacing Marjorie Haberman. Laura Kissel is now the Byrd Polar Archival Program curator, following the completion of the Dr. Frederick A. Cook (polar explorer) processing project. Finally, the OSU Archives will begin receiving the papers of Senator John Glenn this year. This massive collection will document his career as astronaut, businessman, Korean War hero, and U.S. senator.

The archives of the Newspaper Features Council have been donated by the organization to the **Ohio State University Cartoon Research Library** (Lucy Caswell, curator). The original Council was founded in 1955 to promote the industry-wide interests

of newspaper comics, and founding members included Milton Caniff, creator of *Steve Canyon*, Walt Kelly of *Pogo*, and a number of newspaper executives. In 1984 the Council expanded to include creators of all types of syndicated features. The records document the evolution of newspaper features over the last 40 years and are particularly interesting because the perspectives of all aspects of the industry—creators, syndicates, and newspapers—are represented. This collection joins the papers of Milton Caniff and Walt Kelly at the OSU library. For additional information contact The OSU Cartoon Research Library by phone at 614/292-0538 or by email at <cartoons@osu.edu>.

CALENDAR

APRIL 16-17: SOA SPRING MEETING, Columbus—see front page.

APRIL 17-18: Ohio Genealogical Society annual meeting, Columbus. Contact OGS headquarters, 419/756-7294; fax 419/756-8681; web site <<http://www.ogs.org>>.

APRIL 30-MAY 2: MAC spring meeting, Midland Hotel, Chicago. Contact Catherine Dishman, 312/648-5413 or Bart Ryckbosch, 312/444-4777.

MAY 7-9, 1998: MARAC and Lake Ontario Archives Conference joint spring meeting—Saratoga Springs, NY. Contact Geof Huth (518/798-5717, <ghuth@mail.nysed.gov>).

JULY 8-11: NAGARA annual meeting, Philadelphia. Contact NAGARA at 518/463-8644, <nagara@caphill.com>.

AUG. 31-SEPT. 6: SAA annual meeting, Orlando, Florida. Contact Bernice Brack, 312/922-0140, <bbrack@archivists.org>.

SEPT. 24-25: SOA fall meeting, American Jewish Archives, Cincinnati. Watch for info!

OCT. 14-16: MAC fall meeting, Ann Arbor, Michigan. Contact Geir Gundersen, 313/741-2218 or Brian Williams, 313/764-3482.

OCT. 18-24: Archives Week in Ohio. See Archives Week notice elsewhere in this issue for contact people.

The Society of Ohio Archivists was founded in 1968 to promote on a statewide basis the exchange of information, improvement of professional competence, and coordination of activities of archives and manuscript repositories. Membership is open to all interested persons, particularly archivists, manuscript curators, librarians, records managers, and historians. The Society holds two meetings each year and publishes *The Ohio Archivist* biannually.

Individual memberships are \$15.00 per year; \$30.00 patron; \$5.00 student. Institutional memberships are \$25.00 regular; \$50.00 sustaining; \$100.00 corporate. Persons interested in joining the SOA should mail a check or money order made payable to the Society of Ohio Archivists to Diane Mallstrom, Treasurer SOA, Kappa Kappa Gamma Fraternity, 530 East Town St., P.O. Box 38, Columbus, OH 43216.

THE OHIO ARCHIVIST is a semi-annual publication of the Society of Ohio Archivists. The editors encourage the submission of articles relating to all aspects of the archival profession as well as information concerning archival activities in the state of Ohio. Submission deadlines are February 1 for the Spring number and July 1 for the Autumn number. All materials should be directed to:

Frederick Lautzenheiser
Editor, *The Ohio Archivist*
Cleveland Clinic Foundation Archives, P-22
9500 Euclid Avenue
Cleveland, Ohio 44195
Tel: 216/444-2929 • Fax: 216/445-6868
Internet: lautzef@cesmtp.ccf.org

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**Clarence Childs of
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in hammer throw
and teammate of
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Stockholm, served
in Cuba during the
Spanish-American
War. His wartime
diary is at the Hayes
Presidential Center
in Fremont.**

PHOTO COURTESY OF R.B. HAYES
PRESIDENTIAL CENTER



*Remembering the Maine
through Ohio's archives*